

NDLAMBE MUNICIPALITY



TENDER DOCUMENT

TENDER 20/2425

SECURITY SERVICES

NAME OF BIDDER	:	_____
BIDDERS CSD NO	:	_____
BIDDERS PSIRA REG NO	:	_____
CONTACT PERSON	:	_____
TELEPHONE NO.	:	_____
EMAIL ADDRESS	:	_____
PHYSICAL ADDRESS	:	_____
	:	_____
	:	_____

Closing date: 26 May 2025 at 12:00



NDLAMBE MUNICIPALITY
TENDER 20/2425

INVITATION TO TENDER - SECURITY SERVICES

Ndlambe Municipality hereby invites bids from Private Security Industry Regulatory Authority (PSIRA) registered service providers to submit tenders for security services in respect of municipal properties in the area of jurisdiction of the municipality relating to GUARDING, ALARM AND ARMED RESPONSE SERVICES for a period of 36 months (3 years).

This procurement has been divided into three packages as follows (full details of the required services are set out in the tender document):

Sub-tender	Service Type	Area of Service
Package A	Alarm and Armed Response Services	Entire Ndlambe LM area of jurisdiction
Package B	Physical guarding of municipal premises	Ndlambe West – from Alexandria to Kenton-on-Sea
Package C	Physical guarding of municipal premises	Ndlambe East – Site Specific as per returnable document
Package D	Physical guarding of municipal premises	Ndlambe East – Site Specific as per returnable document

PREQUALIFICATION CRITERIA

CRITERIA	PACKAGE A	PACKAGE B, C & D
Bidders must have a valid License to possess a firearm as well as its employees. Evidence in this regard must be submitted with bids. * Omission of a certified copy of the companies License to possess a firearm will result in disqualification of the bid.	✓	
Bidders and all deployed employees of bidders must be registered with the Private Security Industry Regulatory Authority (PSIRA). Evidence in this regard must be submitted with bids. * Omission of the PSIRA certificates will result in disqualification of the bid.	✓	✓
The Service Provider must submit proof of a Public Liability Insurance Policy to the value of at least R10 Million providing cover against all claims (including claims related to the use or misuse of fire-arms), against the Council, Contractor or its employees.	✓	✓

FULLY DETAILED REQUIREMENTS AND DELIVERABLES ARE SET OUT IN THE RETURNABLE TENDER DOCUMENT.

EVALUATION

Bids will be evaluated on compliance with specifications and functionality as follows (the detailed requirement matrix is set out in the returnable document).

Functionality Criteria Description (detailed specifications and criteria in Tender returnable document)	Maximum Points
Maximum Points	100
• Previous Experience – Government Institutions	60
• Previous Experience – Private Institutions	20
• Locality	20
TOTAL	100

Bidders are to obtain a minimum functionality score of 70/100 to pass to the price/specific goals calculation stage. Bidder proposals not achieving a functionality score of at least 70 points will NOT go forward to the Price/Specific Goals points calculation stage of the evaluation process.

A COMPULSORY Tender Clarification Meeting will be held as follows:

- Venue: **Civic Center / Supper Room, Cause way street Port Alfred**
- Date: **Monday, 5 May 2025**
- Time: **10:00**

Prospective tenderers who arrive more than 15 minutes late will not be allowed to attend the abovementioned meeting and any bids received from bidders that did not attend the compulsory clarification meeting will be disqualified from the evaluation process.

Bidders shall take note of the following BID CONDITIONS:

1. Prices must be valid for ninety (90) days from the tender closing date.
2. Prices quoted must be firm and must, where applicable, be inclusive of VAT.
3. Ndlambe Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
4. Bids in respect of the four abovementioned packages will be evaluated individually, and no bidder will be awarded more than one package. Bidders may, however, submit bids in respect of more than one package in a single tender document.
5. A tax clearance certificate issued by SARS must accompany all tenders OR a tax reference number and PIN or TCC number must be provided. Tax status will also be verified against the Central Supplier Database (CSD)
6. Evidence of registration of the company on the Central Supplier Database must be provided (CSD "MAAA" number).
7. Bidders must complete the following forms, which are included in the returnable document:
 - o Declaration of Interest (**MBD4**).
 - o **Declaration for procurements above R5 million (VAT INCLUDED) (MBD 5)**
 - o Certificate of Independent Bid Determination (**MBD9**).
 - **NOTE:** Bids will be deemed non-responsive, where bidders submit tenders in more than one bidding entity, or where it is found that the bidder has an interest in more than one bidding entity. This includes directorship, Joint Ventures or any other interests.
 - o Declaration of Bidder's Past Supply Chain Management Practices (**MBD8**).
8. Bidders who wish to claim for preferential points for Specific Goals in terms of the Preferential Procurement Policy of Council and the Preferential Procurement Regulations, 2022, must submit a completed form **MBD 6.1** (included in the returnable document) as well as a **certified copy** of the proof of B-BBEE status level of contribution.
9. Bidders are required to submit:
 - o audited annual financial statements for the past three years; or since establishment, if established during the past three years.
 - o particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution must be declared of such contracts.
 - o A statement indicating whether or not any portion of the goods or services required by the municipality are expected to be sourced from outside the Republic, and, if so, what portion and also whether or not any portion of the payment to be made by the municipality is expected to be transferred out of the Republic.
10. A certificate of registration in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993.
11. A Municipal Billing Clearance Certificate, which covers, if applicable, both the company and its directors, must accompany all bids (included in the returnable document).
12. It should be noted that the 80/20 preferential points system will be applied, 80 being for price and 20 for Specific Goals as defined in the Preferential Procurement Policy.
13. The award will be made in terms of the Municipality's Preferential Procurement and Supply Chain Management Policies.
14. Documents are to be completed in full and in accordance with the conditions and bid rules contained in the bid documents.

To ensure that tenders are not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents. The returnable tender document, which includes full details of the specifications, is available for download, **free of charge**, from Ndlambe Municipality's website <https://ndlambe.gov.za/web/returnable-bid-documents/>

N.B. Bidders requiring a hard copy to be supplied by the municipality must pay a non-refundable tender deposit of R134-35 inclusive of VAT. In the latter case, the original receipt should be attached to the submitted tender document.

BIDS MAY ONLY BE SUBMITTED ON THE BID DOCUMENTATION ISSUED BY NDLAMBE MUNICIPALITY.

Tender documents may be collected from the Supply Chain Management office at Ndlambe Local Municipality Offices, 44 Campbell Street, Port Alfred, 6170 from **24 April 2025** (office hours 08h00 until 16h00).

Late submitted, unmarked, faxed, falsified, incomplete or e-mailed proposals will not be considered and will be disqualified. Completed Tender documents, supporting documents and externally endorsed documents must be placed in a sealed envelope marked "**T20/2425SECURITY SERVICES**" and deposited in the Tender Box at the Supply Chain Management Offices, 44 Campbell Street, Port Alfred not later than 12h00 on **26 May 2025**. Tenders will be opened at the Supply Chain Management Unit at 12h05 on the same day.

N.B. ENVELOPES NOT MARKED AS INDICATED ABOVE WILL NOT BE OPENED AND SUCH BIDS WILL BE DISQUALIFIED.

Further technical details may be obtained from Mr F Fouche at Tel: 046 604 5527 fouche@ndlambe.gov.za
For bidding queries please contact the SCM Office on tenders@ndlambe.gov.za

**NOTICE NUMBER: 93/2025
24 APRIL 2025**

**ADV R. DUMEZWENI
MUNICIPAL MANAGER**

NOTICE BOARDS, WEBSITE, TALK OF THE TOWN

Table of Contents

INVITATION TO TENDER - SECURITY SERVICES	2
INVITATION TO BID (MBD 1).....	5
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.....	5
<i>NDLAMBE MUNICIPALITY tender box on the 1st Floor, Supply Chain Management office, 44 Campbell Street, Port Alfred.</i>	5
NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.....	5
PART 2 - CONDITIONS OF BID	6
2. CONTACT PERSON FOR QUERIES	6
3. TERMS AND CONDITIONS	6
SCOPE OF WORKS	8
INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION	13
WORK EXPERIENCE IN THE GOVERNMENT SECTOR.....	13
WORK EXPERIENCE IN THE PRIVATE SECTOR.....	14
LOCALITY	15
RESOLUTION OF AUTHORITY TO SIGN DOCUMENTS.....	16
FORM OF OFFER.....	17
TENDER WILL BE VALID FOR 90 CALENDAR DAYS	17
NDLAMBE LOCAL MUNICIPALITY – MBD 4	27
NDLAMBE LOCAL MUNICIPALITY – MBD 5	30
NDLAMBE LOCAL MUNICIPALITY – MBD 6.1	32
<i>Signature Date.....</i>	38
NDLAMBE LOCAL MUNICIPALITY – MBD 9	39
ADDITIONAL DOCUMENTATION	44
GENERAL REQUIREMENTS	50
<i>Part 6 - Bid Form and Important Conditions.....</i>	55
*YES / NO	55
IMPORTANT CONDITIONS.....	57
<i>7. Posted, e-mailed, or faxed applications will not be accepted</i>	57
<i>Bid Check List</i>	59

INVITATION TO BID (MBD 1)

YOU ARE HEREBY INVITED TO SUBMIT A PROPOSAL FOR T20/2425 – APPOINTMENT OF SERVICE PROVIDER(S) FOR SECURITY SERVICES

BID NUMBER: TENDER 20/2425

CLOSING DATE: 26 May 2025

CLOSING TIME: 12H00

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM

BID DOCUMENTS TOGETHER MUST BE DEPOSITED IN THE CORRECT BID BOX SITUATED AT:

NDLAMBE MUNICIPALITY tender box on the 1st Floor, Supply Chain Management office, 44 Campbell Street, Port Alfred.

Bidders should ensure that bids are delivered timeously to the correct address and placed in the bid box. If the bid is late, or if it is deposited in an incorrect box it will not be accepted for consideration.

The physical bids must be submitted during office hours, namely 08H30 to 16H00 Monday to Friday.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL TENDER DOCUMENTATION PROVIDED BY THE NDLAMBE MUNICIPALITY.

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)

1. GENERAL REQUIREMENTS

- 1.1 The Ndlambe Municipality wishes to invite service providers to submit bids for the **Tender 20/2425 – SECURITY SERVICES**
- 1.2 The bidder is required to furnish full details requested on the bid forms.
- 1.3 The bidder is requested to furnish all relevant information not entertained on the form of bids under separate cover which shall form part of the bid.

2. CONTACT PERSON FOR QUERIES

Name : Mr. Lizo Mohapi
Telephone: 046 604 5639
Email : tenders@ndlambe.gov.za

Project Manager: Fanie Fouche
Telephone: 046 604 5527
Email : ffouche@ndlambe.gov.za

3. TERMS AND CONDITIONS

3.1 Confidentiality

All materials, specifications, service level requirements detailed information and everything else supplied with this request for the bid remains the property of the Ndlambe Municipality and may be recalled if deemed necessary.

With reference to the POPI Act all personal information will be treated with the strictest confidentiality and will not be used for any unnecessary processing not related to the tender in question.

3.2 Contractual obligations

The request for bid does not constitute a contract nor does it create an obligation on the part of the Ndlambe Municipality to purchase services, products or equipment from any vendor submitting a bid.

3.4 Response to Questions

Where appropriate, questions should be answered explicitly by providing specific details requested.

Bidders selecting to omit any of the required information or who do not follow the specified format will be disqualified from the bid process.

Should additional information be required by Ndlambe Municipality, bidders may be approached to provide more details, including aspects not specifically covered in this request for bids.

Please ensure that the documentation required is completed in full and signed, **failure to complete the tender document in full, placement of signature where required, and commissioning may render the bid non-responsive.**

3.5 Ambiguities

It must be noted that if there are any ambiguities found in this bid document, it is the responsibility of the bidder to clarify any such ambiguities before the closing of queries. If any ambiguities are noted during the bid evaluation process, the Bid evaluation committee shall make a determination on interpretation of the ambiguity.

3.6 Use of Bidders information

Under the POPI Act, by submission of this bid, the bidder hereby provides consent to the municipality to utilize information and data sources available to confirm the information provided by bidders and obtain any other relevant information to ensure compliance with applicable procurement regulations. The municipality will treat the bidders' information with confidentiality and access only the information that is required for evaluation and procurement processes.

I _____ (bidder's nominated representative)
grant the Ndlambe Municipality permission to utilize information and data sources available to confirm the information provided by our enterprise and obtain any other relevant information to ensure compliance with applicable procurement regulations.

3.7 Award Processes

Bidders are advised that any information relating to the bid award process (including the correspondence related to intentions to appoint) will only be issued by the Supply Chain Management office.

THIS BID DOCUMENT WILL ONLY BE ACCEPTED IF IT IS COMPLETED IN BLACK NON-ERASABLE INK.

SCOPE OF WORKS

SPECIFICATIONS FOR THE SECURITY SERVICES

1. SCOPE OF WORK – PACKAGE A ALARM AND ARMED RESPONSE

1. Functions of the Service Provider

The Service Provider must:

- 1.1. Report any emergencies and possible illegal activities to Ndlambe Municipality's **Security Services section / Security Coordinator**.
- 1.2. Ensure availability of 24-hour armed response personnel to respond to all possible incidents/alarm activations incidents.
- 1.3. **Control and supervise all personnel on duty.**
- 1.4. Ensure that registers are up to date and available for inspection by a **Security Coordinator or any delegated official** of the municipality.
- 1.5. Submit a monthly report to the **Security Coordinator or any delegated official** regarding all incidents within 3 days after the end of the month.
- 1.6. If a service provider fails to comply with any of its functions, it may result in the contract being cancelled.
- 1.7. Provide any other alarm and armed response services required during the contract period as per SLA.

2. Special Conditions

Security Personnel

- 2.1. The following is required from all security personnel when on duty:
 - 2.1.1. Personnel must be dressed in full company security uniform.
 - 2.1.2. Armed response personnel must own necessary security equipment.
 - 2.1.3. Armed response personnel must be in possession of a firearm. **(proof that firearms are legal, licensed and relevant guards have the relevant firearms license)**
 - 2.1.4. Security personnel must wear an ID card whilst on duty in such a manner that it can be clearly seen. The ID card must contain the members' name, surname, PSIRA number, employee number and a photo of the employee.
- 2.2. All security personnel must be registered with PSIRA.
- 2.3. The company must be PSIRA registered.
- 2.4. Security personnel must be registered with PSIRA.
- 2.5. All personnel must have police clearance and may not have a criminal record. A six-monthly report regarding the police clearance of all guards must be submitted with the monthly report.
- 2.6. All security personnel must at least have a Grade C security grading.

3. Control room requirements – Service provider

- 3.1. The service provider must have a 24 hour dedicated fully functional control room in the Ndlambe Area within 14 days of receipt of the intention to appoint. The Control room must be available for the duration of the contract.
- 3.2. The registered premises must have an administration officer from Monday to Friday during normal office hours.
- 3.3. The control room must have strict access control.
- 3.4. A PSIRA certificate with regard to the control room standard must be submitted with the tender documents.
- 3.5. Armed response officials **must be paid according to the National Bargaining Council for the Private Security Section (NBSPSS) and / or as Gazetted**
- 3.6. All personnel must belong to a provident fund, workman's compensation fund and UIF.
- 3.7. The Service Provider must have sufficient vehicles to service the area which the award is being made for. Proof must be provided within 14 days of receipt of the letter of intention to appoint. **A Service level agreement shall be entered into between the municipality and the appointed service provider.**

2 SCOPE OF WORKS – PACKAGE B; PACKAGE C AND PACKAGE D

PHYSICAL GUARDING OF MUNICIPAL PREMISES

PACKAGE B – Ndlambe West (Alexandria to Kenton-on-Sea refer to BOQ Package B) Physical Guarding of Municipal Premises

PACKAGE C – Ndlambe East (refer to BOQ Package C) Physical Guarding of Municipal Premises

PACKAGE D – Ndlambe East (refer to BOQ Package D) Physical Guarding of Municipal Premises

1. Shifts

- a. A 12-hour day shift will start at 06:00 and end at 18:00.
- b. A 12-hour night shift will start at 18:00 and end at 06:00.
- c. A 5-day day-shift week will commence from 06:00 on Monday and end at 18:00 on Friday.
- d. A 5-day night-shift week will commence from 18:00 on Monday and end at 06:00 on Saturday.
- e. A 7-day day-shift week will commence from 06:00 on Monday and end at 18:00 on Sunday.
- f. A 7-day night-shift week will commence from 18:00 on Monday and end 06:00 on the next week's Monday.
- g. Certain sites will require weekend guarding services and a weekend will start on Friday night from 18:00 and end on Monday at 06:00.

2. Functions of the Service Provider

The Service Provider must:

- a. Ensure that personnel are deployed at sites on time, in correct attire and in possession of the necessary equipment.
- b. Ensure that premises and guards be visited and inspected during a shift period excluding shift changes. The visit must be entered into the **occurrence book (OB)** the guard.
- c. Report any emergencies and possible illegal activities to Ndlambe Municipality's **Security Coordinator or any delegated official**.
- d. Control and supervise all personnel on duty.
- e. Ensure that registers & **OB** are up to date and available for inspection by a Safety and Security official(s) of the municipality.
- f. Submit a monthly report to the relevant municipal official regarding all incidents within **48 hours** after the end of the month.
- g. Make recommendations to the **Security Coordinator or any delegated official** with regard to improvement or preventative measures with regard to security issues relating to a site.
- h. Ensure that a supervisor is available at all times to ensure monitoring and supervision.
- i. If a service provider fails to comply with any of its functions, it may result in the contract being cancelled.
- j. Ensure that the on duty guard's perimeter patrols are electronically monitored.

3. Functions of guards

The guard on duty at the municipal site must:

- a. Be on duty at least 15 minutes before the start of the shift and he/she may not leave the site before the time the shift has ended and /or the next shift arrives.
- b. Fill in a daily log sheet/occurrence book indicating the following:
 - i. Shift start time
 - ii. Shift end time
 - iii. Visitors to the site – entrance and exit times
- iv. Inspections from Managers and Safety and Security Officials.**
- c. **Record inspection results and activities on an hourly basis.**
- d. Report all emergencies and possible illegal activities to their designated managers.
- e. Ensure that no unauthorised person enters the premises.

- f. Patrol the facilities and perimeters of the site.

4. Special Conditions

Security Personnel

- a. The following is required from all security personnel when on duty:
 - i. Personnel must be dressed in full company security uniform.
 - ii. Guards must be in possession of all necessary security equipment.
 - iii. Guards must be in possession of a firearm (as and when required).
 - iv. Guards must be in possession of a two-way radio and or cell phone with airtime at all times.
 - v. Security personnel must wear an ID card whilst on duty in such a manner that it can be clearly seen. The ID card must contain the members' name, surname, PSIRA number, employee number and a photo of the employee.
- b. The company must be PSIRA registered.
- c. All security personnel must be registered with PSIRA.
- d. Security personnel must be registered as a company employee with PSIRA.
- e. All personnel must have police clearance and may not have a criminal record. A six-monthly report regarding the police clearance of all guards must be submitted with the monthly report.
- f. All guards must at least have a Grade C security grading.

5. Office requirements – Service provider

- a. The service provider must have a 24 hour dedicated office in the Ndlambe within 14 days of receipt of the intention to appoint. The office must be available for the duration of the contract and include the following:
 - i. The office must have an electronic two-way radio base set that is connected to a radio network which enables radio communication throughout the Ndlambe area.
 - ii. The office must have emergency Radios with spare batteries in the case of power failure.
 - iii. Operational computer with email/fax facilities and capable to do live tracker monitoring to ensure that the security guard patrols the designated area regularly.
- b. The registered premises must have an administration officer from Monday to Friday during normal office hours.
- c. Guards must be paid according to the National Bargaining Council for the Private Security Section (NBSPSS) and / or as Gazette.
- d. All personnel must belong to a provident fund, workman's compensation fund and UIF.
- e. The Service Provider must have sufficient vehicles to service the area which the award is being made for. Proof must be provided within 14 days of receipt of the letter of intention to appoint.

A Service level agreement shall be entered into between the municipality and the appointed service provider

6. Additional Sites

Where the municipality requires adhoc physical guarding services, the municipality will make allocations from the awarded service providers within each package.

The service provider appointed for Package B shall provide additional adhoc services within the determined area as per the bid document. Service providers appointed on Package C and Package D for the adhoc physical guarding of municipal premises shall provide additional services on a rotational basis, where feasible, within their determined areas.

The rates for the additional services shall be negotiated and tested against the market-related rates.

7. Backup Service Provider

The municipality shall appoint the second highest points scorer for each package as a backup service provider for the provision of armed and physical guarding services where the main service provider is unable to provide the services. This will be based on the rates quoted in their bid document and subject to a negotiation process. The backup supplier will be engaged if the primary service provider is unable to fulfill their contractual obligations during the term of the contract.

NOTING FOR ALL SITES:

Package A is for the provision of armed response, and Package B, Package C and Package D are for the provision of physical guarding services to the municipality at the sites listed.

Where there are budget constraints or the need for the provision of services is no longer required at certain sites/areas, the municipality reserves the right to remove these sites from the appointed areas, providing the service provider with two months' notice for the affected sites.

The prices submitted by the bidder must be inline with the minimum gazetted labour rates applicable to the security industry. Where the prices submitted by the bidder are below this minimum gazetted labour rate, their bid will be deemed to be non-responsive.

The successful service provider must:

- be able to commence services within 7 calendar days from the date of appointment.
- within 14 days of appointment have setup a local office and control room within the Ndlambe jurisdiction, the municipality will not be liable for any costs to be incurred regarding this item.

4. Recourse and Penalties

- If the service provider is underperforming on a continuous basis, or not meeting the service level required as per the contract, the service provider will be issued with a written notification of such poor service. The municipality shall be entitled to retain 10% of the monthly invoice cost and only once the service delivery levels are as per the required standards set by the municipality, will the municipality release the retained 10%.
- Where services do not improve, then this will become a 10% penalty levied on the service provider by the municipality and will result in the termination of the contract.
- The service provider will be held liable for all guards in their employ should they be involved in any criminal or misconduct activities onsite.
- The service provider shall be expected to have and maintain sufficient personnel and equipment at all times so as to enable it to render the Services for the duration of the Contract Period.
- Labour costs must be based on legislated security sector wages for the contract security industry and must include provision for all statutory costs such as annual bonus and provident fund benefits etc. Prices tendered must include profit margins / mark-ups. Lastly, monthly costing shall remain fixed for the maximum contract period as per the BOQ.
- The non-payment of personnel shall result in the termination of the service providers contract with the municipality.

PERFORMANCE OF SUCCESSFUL BIDDER

The successful bidder will undergo a performance review by the Ndlambe Municipality upon delivery of each order that will assess the bidder's performance. If the successful bidder is underperforming on a continuous basis, or not meeting the service level required as per the contract, the service provider will be issued with a written notification of such poor service, and the implementation of the 10% retention on invoices. Continued poor performance shall result in the termination of the contract.

Signature of the bidder.....

Functionality Evaluation

The bid will be subject to a functionality evaluation, to determine the technical capability of the bidder.

Bidders must obtain a minimum functionality score of 70 points out of 100 points to proceed to the Price and Specific Goals evaluation stage. Bidders failing to achieve the minimum score stated above, will be disqualified from further evaluation.

Bidders must provide reference letters that are relevant to the package that they are bidding for i.e. Package to relate to Alarm and Response; Package B to relate to physical guarding services. Failure to adhere to the above will result in no points being allocated.

ITEM	Max Points	WEIGHT
Functionality	100	
Previous Experience providing security services to Government Institutions: Provide reference letters on official letterheads which must indicate the type of security service (e.g. Alarm monitoring and Armed response / Physical Guarding Services); period and value of the contract, contact person information and telephone number. The Evaluation Committee reserves the right to do reference checking. (note that experience must be for a continuous period of 1 year or more) 1 x reference letter 2 x reference letters	60	30 60
Previous Experience providing security services to other PRIVATE Institutions: Provide reference letters on official letterheads which must indicate the type (e.g. Alarm monitoring and Armed response / Physical Guarding Services), period and value of the contract, contact person information and telephone number. The Evaluation Committee reserves the right to do reference checking. (note that experience must be for a continuous period of 1 year or more) 1 x reference letter 2 x reference letters 3 x reference letters 4 x reference letters	20	5 10 15 20
Locality – For scoring of points the bidder must refer to paragraph 5 (c) of the General Requirements Bidders residing within jurisdiction of Ndlambe Municipality Bidders residing within jurisdiction of Sarah Baartman District Municipality (including Ndlambe Municipality) Bidders residing within jurisdiction of Eastern Cape Province Bidders residing outside the jurisdiction of Eastern Cape Province	20	20 15 10 5

A bidder that scores less than 70 points out of 100 points in respect of “functionality” will be regarded as submitting a non-responsive bid/ quote and will be disqualified.

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

The information required for the functionality evaluation must be submitted in the following format:

WORK EXPERIENCE IN THE GOVERNMENT SECTOR

1. Provide details of previous similar projects (attach reference letters on official letterheads which must indicate the period and value of the contract, contact person information and telephone number. The Evaluation Committee reserves the right to do reference checking. The experience must be for a consecutive period of 1 year or more)

	Project name	Description of scope of work/services (Armed or Guarding)	Project Value in R	Contract period (Start – end date) One year continuous period	Institution Name and Address	Contact person and number for reference purposes
1.						  
2.						  
3.						   
4.						  
5.						  

Where more space is required, the bidder is to provide additional information on a separate page, using the above format, with their proposal and reference it accordingly.

WORK EXPERIENCE IN THE PRIVATE SECTOR

2. Provide details of previous similar projects (attach reference letters on official letterheads which must indicate the period and value of the contract, contact person information and telephone number. The Evaluation Committee reserves the right to do reference checking. The experience must be for a consecutive period of 1 year or more)

3.

	Project name	Description of scope of work/services	Project Value in R	Contract period (Start – end date)	Institution Name and Address	Contact person and number for reference purposes
1.						  
2.						  
3.						   
4.						  
5.						  

LOCALITY

3. Provide details of bidders location.

	Team Member	Yes/No	Property Account Number
1.	Bidder resides in Ndlambe		
2.	Bidders residing within jurisdiction of Sarah Baartman District Municipality (including Ndlambe Municipality)		
3.	Bidders residing within jurisdiction of Eastern Cape Province		
4.	Bidders residing outside the jurisdiction of Eastern Cape Province		

RESOLUTION OF AUTHORITY TO SIGN DOCUMENTS

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation	F Other (Specify)

I/We, the undersigned, am/are* duly authorised to sign the Tender Form for this contract on behalf of..... (bidding entity)
 acting in the capacity of..... (Position in the Enterprise), and will
 sign as follows , the Bid/Tender, and all
 documents and/or correspondence of this tender and any contract resulting from it on behalf of the
 company.

Witness 1 Signature:

Witness 2 Signature:

Chairperson's Signature:

Date:

Name of Directors/Members or Partners	Capacity	Signature	Date

Note:

This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise.
 Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

Alternative a resolution taken by the parties to the bidding entity may be attached to this bid, authorizing a signatory for THIS bid.

FORM OF OFFER
TENDER 20/2425– SECURITY SERVICES FIRM PRICES
(PURCHASES) (MBD 3.1)

Name of Bidder:
Closing Time: 12:00 (NOON)

Bid Number: Tender 20/2425
Closing Date: 26 May 2024

TENDER WILL BE VALID FOR 90 CALENDAR DAYS

BID PRICE IN RSA CURRENCY

** (ALL APPLICABLE TAXES INCLUDED)

To assist bidders an Excel version of the pricing schedule is available for download. Bidders are to submit the written pricing schedule in the tender submission together with a soft copy of their Excel workings (in USB format).

THE HARD COPY PDF VERSION OF THE PRICING SCHEDULE AS AN ANNEXURE TO THE TENDER DOCUMENT SHALL BE THE PREVAILING PRICE OFFER, AND THE NON-SUBMISSION OF WHICH SHALL RESULT IN DISQUALIFICATION OF THE BID DOCUMENT.

Having examined the bid documentation and the requirements as set out in the document, and noting the requirement that any disputes arising must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law, I/We* offer to provide the required services, as fully detailed in the bid invitation notice and this bid document, for the **fully inclusive** sum(s) as follows:

PLEASE REFER TO ANNEXED PDF BOQ

I the undersigned (Full Names)duly authorized thereto hereby undertake to supply all the stipulated goods to Ndlambe Local Municipality in accordance with the requirements and specifications stipulated in Tender No. 20/2425 for the SECURITY SERVICES as per the above price/s quoted. The offer/s remains binding upon me/company/close cooperation and open for acceptance by Ndlambe Local Municipality during the validity period indicated and calculated from the closing time of bid.

PACKAGE A - TOTAL PRICE OFFER (INCLUDING VAT) PER ABOVE FOR THE THREE YEARS

PERIOD	TENDERED AMOUNT INCLUDING VAT
YEAR 1	
YEAR 2	
YEAR 3	
TOTAL PRICE OFFERED OVER THREE YEARS	

PACKAGE B - TOTAL PRICE OFFER (INCLUDING VAT) PER ABOVE FOR THE THREE YEARS

PERIOD	TENDERED AMOUNT INCLUDING VAT
YEAR 1	
YEAR 2	
YEAR 3	
TOTAL PRICE OFFERED OVER THREE YEARS	

PACKAGE C - TOTAL PRICE OFFER (INCLUDING VAT) PER ABOVE FOR THE THREE YEARS

PERIOD	TENDERED AMOUNT INCLUDING VAT
YEAR 1	
YEAR 2	
YEAR 3	
TOTAL PRICE OFFERED OVER THREE YEARS	

PACKAGE D - TOTAL PRICE OFFER (INCLUDING VAT) PER ABOVE FOR THE THREE YEARS

PERIOD	TENDERED AMOUNT INCLUDING VAT
YEAR 1	
YEAR 2	
YEAR 3	
TOTAL PRICE OFFERED OVER THREE YEARS	

Signed on this.....day of..... 2025, at

..... (Place)

SIGNATURE OF AUTHORISED PERSON:

NAME OF AUTHORISED PERSON:

On behalf of the bidder (Company Name).....

WITNESS 1:

WITNESS 2:



NDLAMBE LOCAL MUNICIPALITY – MBD 4

Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
<http://www.ndlambe.gov.za>

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months?YES / NO

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?YES / NO

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:

.....

.....

4. Full details of directors / trustees / members / shareholders:

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



NDLAMBE LOCAL MUNICIPALITY – MBD 5

Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
<http://www.ndlambe.gov.za>

DECLARATION FOR PROCUREMENTS ABOVE R5 MILLION (VAT INCLUDED)

For all procurements expected to exceed R5 million (VAT included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?

***YES/NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

2 Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?

***YES/NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

***YES/NO**

3.1 If yes, furnish particulars

.....

.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

***YES/NO**

4.1 If yes, furnish particulars

.....

.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

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

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature **Date**

.....

Position **Name of Bidder**



NDLAMBE LOCAL MUNICIPALITY – MBD 6.1

Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
<http://www.ndlambe.gov.za>

SPECIFIC GOALS PREFERENTIAL POINTS CLAIM FORM IN TERMS OF THE MUNICIPALITY'S PREFERENTIAL PROCUREMENT POLICY, 2023 AND THE PREFERENTIAL PROCUREMENT REGULATIONS OF 4 NOVEMBER 2022 (Gazette 47452)

This specific goals preferential points claim form is submitted with bids invited where the estimated procurement amount exceeds R30 000. It contains general information and serves as a claim form for points for **specific goals** as follows:

- Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution, and
- Bidder Locality

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2. Points shall be awarded for:

- 1.2.1. Price;
- 1.2.2. B-BBEE Status Level of Contributor (Specific Goal 1); and
- 1.2.3. Locality of bidder (Specific Goal 2)

1.3. The formulae and methodologies to be applied in calculating price and specific goal points shall be those as set out in the 2022 PPPFA Regulations (the Preferential Procurement Regulations made by the Minister on 4 November 2022) 4 to 7, which formulae and methodologies are subject to amendment by the Minister from time to time.

1.4. The maximum points for this bid are allocated as follows:

#	Component	Maximum Points – value up to R50 million	Maximum Points – value above R50 million
1	Price	80	90
2	B-BBEE Status Level of Contributor	10	5
3	Locality of bidder	10	5
	Total points	100	100

1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. Failure on the part of a bidder to submit proof of locality with the bid, will be interpreted to mean that preference points for Bidder Locality are not claimed.

1.7. Ndlambe Local Municipality reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to specific goals, in any manner required by the municipality.

2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (j) "specific goals" means specific goals as contemplated in Para 4 of Ndlambe Municipality's Preferential Procurement Policy.

3. BID DECLARATION – SPECIFIC GOALS

3.1 Bidders who wish to claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4

B-BBEE Status Level of Contributor: = _____ Points claimed = _____ (see below)

B-BBEE Level	Points - value up to R50 million	Points - value above R50 million
1	10	5
2	5	2.5

N.B. B-BBEE Certificate or Affidavit to be attached.

3.2 Bidders who wish to claim Locality Points must complete the following:

Full physical address of bidder: _____

Bidder Locality	Points - value up to R50 million	Points - value above R50 million
Ndlambe LM	10	5

N.B. A recent Ndlambe Municipality Billing Clearance Certificate indicating that the bidder's property details in the Ndlambe jurisdiction is not in arrears for more than three months, is to be attached to be attached.

4. DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of company/firm: _____

4.2 VAT registration number (if a VAT Vendor) _____

4.3 CSD (Central Supplier Database) number: MAAA _____

4.4 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

4.5 MUNICIPAL INFORMATION

Municipality where business is situated: _____

Registered Account Number: _____

Stand Number: _____

4.6 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor and Locality in paragraphs 1.4 and 3 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 3, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.....

2.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS



NDLAMBE LOCAL MUNICIPALITY – MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
<http://www.ndlambe.gov.za>

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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 of Restricted Suppliers 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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 of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM 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



NDLAMBE LOCAL MUNICIPALITY – MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
<http://www.ndlambe.gov.za>

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



CERTIFICATE FOR MUNICIPAL SERVICES

Causeway Road
P O Box 13
Port Alfred
6170

Phone: (046) 604 5500
Fax: (046) 604 2702
tenders@ndlambe.gov.za
<http://www.ndlambe.gov.za>

Information required in terms of Ndlambe Municipality's Supply Chain Management Policy,
Para 14(5)(b):

Tender Reference or Description: Tender 20/2425– SECURITY SERVICES

Name of Bidder:

FURTHER DETAILS OF THE BIDDER/S: Proprietor/Director(s)/Partners, etc:

Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all the names, please attach the additional details to the Tender documents.

Name of Director/Member/ Partner	Identity Number	Physical residential address of Director/Member/ Partner	Municipal Account number(s)

I, _____, the undersigned,

(full name in block letters) certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or municipal entity in respect of which payment is overdue for more than 30 days.

Signature

THUS DONE AND SIGNED for and on behalf of the Bidder/Contractor

at _____ on the _____ day of _____

Please note:

Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED.

NDLAMBE MUNICIPALITY



TENDER

20/2425SECURITY

SERVICES

ADDITIONAL DOCUMENTATION

Attach further required documentation after this page
(refer also to Tender Invitation Notice and elsewhere in the Bid Documentation):

1. CSD REPORT
2. TAX CLEARANCE CERTIFICATE/COPY OF TAX COMPLIANCE STATUS DOCUMENT (TCS) MUST BE ATTACHED
3. ATTACH VALID B-BBEE CERTIFICATE/ OR LETTER FROM REGISTERED AUDITORS
4. MUNICIPAL ACCOUNT NOT OLDER THAN THREE MONTHS
5. PROOF OF JOINT VENTURE AGREEMENT (IF APPLICABLE)

BIDDER MUST ATTACH THE CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION SUMMARY REPORT

**TAX CLEARANCE CERTIFICATE/COPY OF TAX COMPLIANCE STATUS DOCUMENT (TCS)
MUST BE ATTACHED**

ATTACH VALID BBBEE CERTIFICATE/ OR LETTER FROM REGISTERED AUDITORS

THE BIDDING ENTITY AS WELL AS ALL ITS DIRECTORS MUST SUBMIT A MUNICIPAL ACCOUNT WHICH IS NOT MORE THAN THREE (3) MONTHS IN ARREARS

ATTACH PROOF OF JOINT VENTURE AGREEMENT

GENERAL REQUIREMENTS

- 1 The service provider is required to furnish full details requested on the tender forms. All rates tendered shall be inclusive of Value Added Tax at the prevalent rate and will be evaluated inclusive of VAT.

The bidder is requested to furnish all the relevant information not entertained on the form of bid under separate cover which shall form part of the bid.

2 COMPETENCY REQUIREMENTS

The service provider should have expertise and experience in the provision of services of a similar nature to the services requested by the NDLAMBE MUNICIPALITY.

3 COMPLETENESS OF THE BID INFORMATION

The NDLAMBE MUNICIPALITY may request clarification or additional information regarding any aspect of the bid. The Bidder must supply the requested information within 48 hours after the request has been made.

4 TERMINATION FOR DEFAULT

The client, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this contract in whole or in part:

- a) if the service provider fails to deliver any or all of the goods or provide the required services within the period(s) specified in the contract, or within any extension thereof granted by the client;
- b) if the service provider fails to perform any other obligation(s) under the contract; or
- c) If the service provider, in the judgement of the client, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

In the event the client terminates the contract in whole or in part, the client may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the service provider shall be liable to the client for any excess costs for such similar goods, works or services. However, the service provider shall continue performance of the contract to the extent not terminated.

5 EVALUATION CRITERIA

The evaluation of this Bid will be conducted in the following:

a) Assessment of Compliance to bid conditions and scope of work

Bids will be assessed for compliance to the bid requirements and scope of works after which they will progress to the functionality evaluation.

b) Assessment of functionality

The assessment of functionality will be done in terms of the evaluation criteria. A Bid will be disqualified if it fails to meet the minimum threshold for functionality as per the Bid invitation and will not proceed to the evaluation for price and specific goals. All responses to this Request for bids shall be evaluated in terms of the Functionality Criteria and Score Sheet which is to be completed by all bidders and, documentation supporting each criteria must be supplied.

Functionality Criteria

Functionality Criteria Description (detailed specifications and criteria in Tender returnable document)	Maximum Points
Maximum Points	100
• Previous Experience – Government Institutions	60
• Previous Experience – Private Institutions	20
• Locality	20
TOTAL	100

The minimum functionality score is 70/100

c) Preference points systems and Specific Goals

Only those qualifying Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 will be used for price (VAT inclusive) and the 20 points for specific goals as follows as per the MBD 6.1 document.

- a. The following formula shall be used to calculate the points out of 80 for price inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration; P_t
 = price of tender under consideration; and
 P_{min} = price of lowest acceptable tender.

- b. The following tables shall be used to award points for B-BEE contribution and locality points as per the Ndlambe Municipality specific goals.

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in **table 1 below**:

B-BEE Level	Points - value up to R50 million	Points - value above R50 million
1	10	5
2	5	2.5

N.B. B-BEE Certificate or Affidavit to be attached as per invitation to tender.

Bidders who wish to claim Locality Points must complete the following:

Full physical address of bidder: _____

Bidder Locality	Points - value up to R50 million	Points - value above R50 million
Ndlambe LM	10	5

Evidence required to claim locality points: –

- A recent Ndlambe Municipality Billing Clearance Certificate indicating that the bidder's property details in the Ndlambe jurisdiction is not in arrears for more than three months, is to be attached , or
- Lease agreement with a Ndlambe Municipality address, or
- A statement of account with a Ndlambe Municipality address

Where a lease agreement or statement of account has been provided, it subject to the subject to the address of the bidder being the same as that on their company registration documents, Central Supplier Database preferred address and have not changed for a period of two years.

A Bidder failing to submit proof of B-BBEE status level of contributor will score zero(0) points. A Bidder will not be awarded points for B-BBEE status level of contributor if the response indicates that the Bidder intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the Bidder qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract. The points scored by an Bidder for specific goals will be added to the points scored for price. The points scored will be rounded off to the nearest two decimal places. The contract shall be awarded to the Bidder scoring the highest points. If the price offered by a bidder scoring the highest points is not market related, the Ndlambe Municipality may not award the contract to that bidder.

The Ndlambe Municipality may:

- a) negotiate a market related price with the Bidder scoring the highest points or cancel the bid;
- b) if the Bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid;
- c) if the Bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid.
- d) If a market related price is not agreed, the NDLAMBE MUNICIPALITY will cancel the bid.

5 COMPULSORY SUB-CONTRACTING

The tender is not subject to subcontracting as indicated in the scope of work.

6 SUBMISSION OF PROPOSALS

Proposals should be submitted in a sealed envelope, clearly marked "where after, Bids will be opened in public as per the invitation to tender. Late, telephonic, faxed and emailed electronic bids will not be accepted.

7 RETURNABLES:

The following documents must be submitted with the bidder's Application:

7.1 Applications to be submitted by a Trust require certified copies of:

- 7.1.1 The Trust Deed and any amendments thereto;
- 7.1.2 The Trust's Letters of Authority and endorsements thereto;

7.2 Applications to be submitted by a Partnership require certified copies of:

- 7.2.1 The applicable Partnership Agreement;
- 7.2.2 The Identity Document or Registration Document of each partner.

- 7.3 Applications to be submitted by a Natural Person require a certified copy of the persons ID.
- 7.4 Each Bidder shall note the functionality criteria score sheet and, where applicable, documentation supporting each criterion in the functionality table must be supplied.
- 7.5 **Each Bidder shall complete the form of offer, failure to complete the form of offer will deem the bid non-responsive.**
- 7.6 Each Bidder shall submit proof of B-BBEE status level of contributor as per the invitation to tender. Failure to submit will result in zero (0) points scored for the B-BBEE points in the specific goals.
- 7.7 Each Bidder must complete and submit the MBD 4 hereto given Paragraph 44 of the Supply Chain Management Policy of the NDLAMBE MUNICIPALITY which provides that:
 - 7.7.1 Irrespective of the procurement process followed, no award may be made to a person:
 - 7.7.1.1 who is in the service of the state;
 - 7.7.1.2 if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
 - 7.7.2 a person who is an advisor or consultant contracted with the NDLAMBE MUNICIPALITY.
- 7.8 Each Bidder shall complete and submit the Certificate of Independent Bid Determination.
- 7.9 Each Bidder shall submit proof that it is registered on the National Treasury Central Supplier Database (CSD).
- 7.10 Each Bidder shall submit proof of valid and compliant SARS Tax status issued in respect of Good Standing, through a SARS Tax pin/Tax Clearance Certificate or CSD SARS compliant status.
- 7.11 Proof of its VAT registration number, where applicable.
- 7.12 All Bidders should furnish proof that all amounts due to the Ndlambe Municipality by the Bidder, it's Directors, Members, Trustees or Partners are up to date or that arrangements have been made in respect thereof. Bidders whose address or registered office is not within the jurisdiction of the Ndlambe Municipality should furnish proof that all amounts due to the local authority in whose jurisdiction their address or registered office is situated are up to date or that arrangements have been made in respect.
- 7.13 Have proof of registration of its SANAS/ The inspection body accreditation of South Africa, if applicable.
- 7.14 Have a certificate of registration in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993, if applicable.
- 7.15 Details of services provided by the Bidder to any organ of state in the last five (5) years.

Part 6 - Bid Form and Important Conditions

- 1 I/We hereby Bid to supply all of the supplies and/or to render all or any of the services described in the attached documents to the Ndlambe Municipality on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
- 2 I/We agree that:
 - (a) the offer herein shall remain binding upon me/us and open for acceptance by the Accounting Officer during the validity period indicated and calculated from the closing time of the Bid;
 - (b) this Bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of contract and Preference Certificate with which I am/we are fully acquainted;
 - (c) if I/we withdraw my/our Bid within the period for which I/we have agreed that the Bid should remain open for acceptance, or fail to fulfill the contract when called upon to do so, the NDLAMBE MUNICIPALITY may without prejudice to its other rights, agree to the withdrawal of my/or Bid or cancel the contract that may have been entered into between me/us and the NDLAMBE MUNICIPALITY and I/we will then pay to the NDLAMBE MUNICIPALITY any additional expense incurred either to accept any less favorable Bid or fresh Bidders have to be invited, the additional expenditure incurred by the invitation of fresh Bids and by the subsequent acceptance of any less favorable Bid, the NDLAMBE MUNICIPALITY shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other Bid or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other Bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the NDLAMBE MUNICIPALITY may sustain by reason of my/our default;
 - (d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic (full address).
- 3 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 4 I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfillment of this contract.
- 5 I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
- 6 I/We declare that I/we have participation / no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or Bid (s) involved.
- 7 Are you duly authorized to sign the Bid? ***YES / NO**
- 8 Has the Declaration of Interest been duly completed and included with the other Bid forms? ***YES / NO**

****Delete whichever is not applicable***

SIGNATURE (S) OF BIDDER_____

DATE:_____

Please complete the following in block letters

Capacity and particulars of the authority
under which this Bid is signed

Name of Bidder

Postal Address

Telephone number(s)

Facsimile number(s)

Bid Number

Name of contact person

.....

IMPORTANT CONDITIONS

1. Failure on the part of the Bidder to sign this Bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the Bid.
2. Bids should be submitted on the official forms and should not be qualified by the Bidder's own conditions of Bid. Failure to comply with these requirements or to renounce specifically the Bidder's own conditions of Bid, when called upon to do so may invalidate the Bid.
3. If any of the conditions on this Bid form are in conflict with any special conditions, stipulations or provisions incorporated in the Bid, such special conditions, stipulations or provisions shall apply.
4. This Bid is subject to the Supply Chain Management Regulations and the General Conditions and Procedures and subsequent amendments thereto and re-issues thereof.
5. This Request for tender forms part of the official Supply Chain Management Processes of the Ndlambe Municipality and in the event of any conflict between the Supply Chain Management Policy and the Applicable Legislation, the provisions of the Applicable Legislation shall prevail.
6. Late and incomplete bids will not be accepted. The only or lowest bid will not necessarily be accepted and the Ndlambe Municipality reserves the right to accept the whole or any portion of a bid, or not to make an award.
7. **Posted, e-mailed, or faxed applications will not be accepted.**
8. Receipt by the NDLAMBE MUNICIPALITY of the Bidder's response shall not in any manner whatsoever oblige the NDLAMBE MUNICIPALITY to enter any negotiations or to enter into any contract with the Bidder and any award made in terms of this bid shall be subject to an agreement being concluded between the Bidder and the NDLAMBE MUNICIPALITY on terms and conditions acceptable to the Accounting Officer of the NDLAMBE MUNICIPALITY.
9. NDLAMBE MUNICIPALITY accepts no liability for any loss incurred by any person(s) due to events or actions taken as a consequence of the preparation and dissemination of this bid.
10. Any costs and/or expenses incurred by any Bidder in submitting its response shall be for the exclusive account of the Bidder and the NDLAMBE MUNICIPALITY shall not be liable in this respect whatsoever.
11. The Bidder acknowledges and agrees that it shall have no claim or claims whatsoever against the NDLAMBE MUNICIPALITY, including claims for damages whether direct, indirect or consequential, arising from and/or pursuant to and/or in relation to the submission by the Bidder of its response pursuant to the Bidder having been invited to submit same in terms of this documentation.

12. Any Bidder:

having a conflict of interest in respect of the transaction for which the response is submitted or in the Service of the State; and/or

having been convicted for fraud or corruption within a five-year period prior to the submission of its response; and/or

who has willfully neglected, reneged on or has failed to comply with a government or local government contract within a five-year period of the submission of its response; and/or

has outstanding tax obligations to the South African Revenue Services in respect of which arrangements have not been made; and/or

is in arrear in respect of charges payable to the Ndlambe Municipality in terms of Section 118 of the Municipal Systems Act and has failed to make suitable arrangements to settle such arrears;

shall be barred from applying.

13. Failure to provide all information required in this bid will result in the application not being considered.

14. The Bidder acknowledges that this bid request is for the Bidder to submit a response to the NDLAMBE MUNICIPALITY as constituted by this document, it does not confer on the Bidder any legal right or entitlement or legitimate expectation in relation to the NDLAMBE MUNICIPALITY and the Bidder acknowledges that this bid similarly does not impose or create any obligation on the NDLAMBE MUNICIPALITY to be discharged in favour of the Bidder.

15. No verbal and/or telephonic queries and clarifications will be entertained by the NDLAMBE MUNICIPALITY and must be made in writing and will be responded to accordingly. The NDLAMBE MUNICIPALITY reserves the right to circulate the questions and answers to all registered Bidders in the form of a bulletin. All queries and clarifications are to be addressed to tenders@ndlambe.gov.za OR ffouche@ndlambe.gov.za, the tender reference number Tender 20/2425 must clearly be stated subject line. The cut - off date for such queries and clarifications will be close of business on Friday, 16 May 2025.

Bid Check List

Ndlambe Municipality Individual bid documents will have the typical bid check list as an attachment. This list is to assist all bidders to submit complete bids.

Bidders are to check the following points before the submission of their bid:

Tick

- | | |
|---|--------------------------|
| 1. All pages of the bid document have been read and initialed by the bidder. | ☐ |
| 2. All pages requiring information have been completed in black ink. | ☐ |
| 3. The Pricing Schedule has been checked for arithmetic correctness. | ☐ |
| 4. All sections requiring information have been completed. | ☐ |
| 5. The bidder has submitted the following documentation, e.g. | |
| - BBBEE Certificate or Sworn Affidavit (original or certified copy) | ☐ |
| - Compliant Tax clearance status on SARS and CSD | ☐ |
| - CSD supplier report/ number | ☐ |
| - Valid Municipal Billing Clearance Certificate (original or certified copy) | ☐ |
| - CIDB Certificate (if applicable) | ☐ |
| - This bid requires for bidders to submit the financial statements for the past three years or since establishment, if established during the past three years. Have these financial statements been submitted. | ☐ |

NOTE: PLEASE REFER TO THE HARD COPY PDF VERSION OF THE PRICING SCHEDULE AS AN ANNEXURE TO THE TENDER DOCUMENT AND NOTE THAT IT SHALL BE THE PREVAILING PRICE OFFER, AND THE NON-SUBMISSION OF WHICH SHALL RESULT IN DISQUALIFICATION OF THE BID DOCUMENT.