



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

REQUEST FOR PRICE QUOTATION

For office use only:

Reference No:	AMS/030/2026-2027 Security Guarding Services
Date RFQ Issued:	20 October 2026

Request for Quotation on behalf of the Department of Trade, Industry and Competition (the dtic)

The dtic hereby invites suitable service providers to provide the department with a quotation in accordance with requirements as per Annexure A, or in accordance with the Terms of Reference (Scope of work).

Service Provider Details

To be completed by the service provider:

Name of service provider	
CSD service provider Number	MAAA
Contact person	
Email address	
Telephone number	

Enquiry and Closing Details

For office use only:

Contact person	Portia Mbovane
E-mail address	PMbovanethedtic.gov.za
Telephone number	012 394 3825
Closing date and time for quotation	30 October 2026
Quotations to be e-mailed to the dtic provided email	RFQs@thedtic.gov.za

Terms and Conditions

1. Quotations should be dated and signed preferably on the company's letterhead.
2. Quotations received after the closing date and time will not be considered.
3. Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (IF APPLICABLE), and thereafter 80/20 point scoring basis. The 80 points will be for price and 20 points for preferential procurement specific goals.
4. No quotation will be considered from service providers employed by the state.
5. **Quotations should be valid for a minimum period of 90 days from the date the RFQ closed.**
6. All prices quoted must be VAT inclusive, service providers not registered for VAT must indicate this clearly on their quotation. For VAT vendors, if no indication is provided quotations will be evaluated as VAT inclusive.
7. **The attached SBD 1, SBD 4, RFQ with POPIA consent form must be completed in full and submitted together with the quotation.**
8. Bidders who wish to claim for preferential procurement points applicable to this RFQ must ensure that the **SBD 6.1** claim form is completed and accompanied by the relevant proof required. Failure on the part of the bidder to complete table 1 of SBD 6.1, it will be interpreted to mean that preference points for specific goals are not claimed irrespective of the relevant proofs attached.
HDI(Race, Women and People with disabilities)
 - Submit proof of disability (Letter from General Practitioner/specialist with regard to your disability is required to substantiate a claim)
 - Proof of Race and women-attach latest CSD report**Small Medium Micro Enterprises (SMME's)**
 - Sars return indicating annual turnover/ B-BBEE certificate/ CIPC B-BBEE certificate / Sworn Affidavit fully completed as per B-BBEE guide paragraph 17**Local Procurement (Provincial / Municipal)**



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- Proof of address (municipal rates/ bank statements/ lease agreement / affidavit or any latest statement not older than three months containing proof of address)
 - B-BBEE compliance based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)**
 - B-BBEE certificate/ CIPC B-BBEE certificate / sworn Affidavit fully completed as per BBEE guide paragraph 17
9. ***Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the RFQ, will be interpreted to mean that preference points for specific goals are not claimed.***
 10. Service providers who wish to render services to **the dtic** must register on CSD and ensure banking details are verified.
 11. All prices quoted **MUST** be firm for the duration of the contract. Where Rate of Exchange is applicable, conditions must be stipulated on the quotation.
 12. All quotations must be strictly in accordance with Annexure A.
 13. **the dtic** reserves the right to appoint more than one service provider as deemed necessary, furthermore the department reserves the right not to appoint.
 14. Price offered by the service provider scoring the highest points must be reasonable and market related

Please note:

EVALUATION CRITERIA

- Quotations will be evaluated based on the 80/20 preference, where 80/20 principle will apply to all procurement with a rand value of up to R50 million (all applicable taxes included)¹. 80 Points will be allocated for price and 20 points will be used for preferential procurement in line with the specific goals.
- Refer to SBD 6.1 form for specific goals
- Contract will be awarded to the bidder who scores the highest total points²
- This RFQ is in line with the **PREFERENTIAL PROCUREMENT REGULATION 2022**



the dtic together, growing the economy
the dtic Customer Contact Centre: 0861 843 384
the dtic Website: www.thedtic.gov.za



¹ "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

² "highest total points" equals the point scored for price added to the points for preferential procurement and RDP goals.



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POPIA CONSENT FORM

The Bidder and the proposed team/ individuals proposed by the Bidding entity to perform work in line with the requirements stipulated in this request for quotation(RFQ) document, hereby give their consent to **the dtic** and its Officials involved in the evaluation / recommendation / award / drafting of SLA / verification of submissions, processing of purchase orders and invoices, to process our personal information for all purposes related to this request for quotation (RFQ) process and possible subsequent contract, in accordance with the provisions of the Protection of Personal Information (POPI) Act, 2013 (Act no. 4 of 2013) & Protection of Information Act, 1982 (Act no. 84 of 1982),

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



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ANNEXURE A

Requirement list / Specifications

Item No	Item description	No of Months	Unit cost per Month	Total Price (excluding VAT) Rand
PROVIDE SECURITY GUARDING SERVICES FOR A PERIOD OF TWO YEARS AT THE DTIC REGIONAL OFFICE.				
2 Years				
1	2 x Grade C Security Guards include the following:	24 Months		
2	1 x Supply and use of a handheld metal detector	24 Months		
3	1 x Supply and use of handheld scanner to positively identify visitors - Scanning ID/Drivers Licence	24 Months		
Total				
VAT @15% (if you are a VAT vendor)				
TOTAL INCLUDING VAT				
Working 07H00 until 17H00 *Possibility to work public holidays if required *Provision to work (1) one weekend a month				
Clearly mark with an "X" or "Yes/No" whether your proposal will Comply or not Comply. Only compliant RFQs will be considered.			Comply	Not Comply



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		Comply	Not Comply
	The bidding company must have a minimum of five (05) years' of relevant experience in rendering/ delivering similar security services. (Recent reference letter(s) must be provided not backdated more than 7 years.)		
	Proof of valid PSIRA registration of the bidding company.		
	The bidding company must provide a list of at least 5 PSIRA registered guards on its establishment. The list should include the name, surname and PSIRA number of each security guard.		
	The successful bidder will be acting in the capacity of an employer and must therefore provide proof of current valid registration with the Compensation Commissioner. (Compensation for Occupational Injuries and Disease Act – COIDA)		
	The Bidding company must include an implementation plan indicating the intended security service delivery methodology in the proposal and specify the following: a) Routines of guard inspection and deployment. Important to note that in the event of an incident such as robbery, demonstration and civil unrest – what will the response and actions be by the service provider to support the guard and to ensure the security of dtic staff and visitors; b) Supervision of guards; c) Site Inspections; d) Meetings with the dtic Security; e) Processes when guards fail to report for duty; f) Reports and formats, and g) Investigation of incidents with timeframes. Control Room and emergency reporting. The above items (a) to (g) must be addressed.		

All personnel supplied by the successful bidder will physically display proof of PSIRA



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registration

All employees of the successful bidder will at all times comply with company Code of Conduct/Ethics and company Dress Code

Security supervisors to thoroughly inspect all registers on a weekly basis and report any irregularities to the security personnel of the dtic immediately.

The successful bidder undertakes to provide and ensure that every personnel member that is posted at the dtic will at all times whilst on the premises, whilst on duty, be fully equipped as follows:

- a) Standardised male/female uniform (corporate clothing) which is always neat and clearly identifiable (not faded), including inter alia, trousers/pants, long/short sleeved shirts, ties, tunics, jerseys, raincoats, overcoats, caps and shoes/boots as permitted by the prevailing weather conditions.
- b) Neat, clean, clear identification card/name tag showing a photo of the security official's, displaying inter alia, his/her rank/designation, initials and surname. This will at all times be conspicuously displayed on the right side of the security official's chest. All security officials will also at all times physically display their PSIRA cards as required by the MPSS.
- c) The following service aids/tools/equipment must at all times be available at the control room and be provided by the successful bidder:

- Pocket book
- Red and Black pens
- Radio and spare battery (means of communication with control room)
- Handcuffs and key
- Rechargeable torches /batteries
- Baton and whistle
- Pepper gel spray
- Taser
- Occurrence Book (and new book on standby)
- One (1) serviceable cell phone with airtime and data to communicate with Control room

SECURITY GUARDING SERVICE AT the dtic CAPE TOWN REGIONAL OFFICE

Name of Service Provider:

Date:

Signature

Quote validity period: Refer to Terms and Conditions; page1, paragraph no 5.

Signed By: Analize Jooste
Signing Date: 2026-09-09 21:34:50 +02:00
Reason: Document Digitally Signed