GAUTENG
LEGISLATURE
Your View — Our Vision

INVITATION TO BID

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE VIP PROTECTION AND IN-TRANSIT PROTECTION FOR A PERIOD OF 36 MONTHS

BID NO.	**:**	**GPL011/2027**
NON- COMPUSLORY BRIEFING SESSION	**:**	**30 November 2026**
VENUE	**:**	**MICROSOFT TEAMS**
TIME	**:**	**11H00AM**
CLOSING DATE	**:**	**9 December 2026**
TIME	**:**	**11H00 AM**

1.1 ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department	:	Supply Chain Management
Contact Person	**:**	Vhukhudo Letshokota
E-mail address	**:**	VLetshokota@gpl.gov.za

1.2 ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department	**:**	Safety and Security
Contact Person	**:**	Vuyani Fanti
Email address	:	VFanti@gpl.gov.za

BIDS MUST BE SUBMITTED AND DEPOSITED INTO THE BID BOX SITUATED AT:

43 RISSIK STREET,
GAUTENG PROVINCIAL LEGISLATURE,
CITY HALL
JOHANNESBURG,
2000
Attention: Supply Chain Management

APPOINTMENT OF A SERVICE PROVIDERS FOR THE VIP PROTECTION AND IN-TRANSIT PROTECTION FOR A PERIOD OF 36 MONTHS

GAUTENG LEGISLATURE Your View — Our Vision	**ADMINISTRATIVE BASIC COMPLIANCE REQUIREMENTS**	**SECTION 1**

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid may be disqualified:

Item	Description	Mandatory	Submitted	
			Yes	No
1.	Full Technical Proposal with supporting documents	**Yes**		
2.	Invitation to bid (SBD1): completed and signed	**Yes**		
3.	Pricing Schedule (Firm Pricing) SBD 3.3	**Yes**		
4.	Bidders Disclosure (SBD 4) Original completed and signed.	**Yes**		
5.	Preference Point Claim form (SBD 6.1) Original completed and signed.	**Yes**		
6.	Copy of full Company Registration documents?	**Yes**		
7.	Copies of South African IDs' for Directors?	**Yes**		
8.	Company Profile?	**Yes**		
9.	A valid Company Private Security Industry Regulatory Authority (PSIRA) certificate	**Yes**		
10.	A certified copy of a PSIRA Letter of Good Standing, confirming that the bidding company is fully compliant and in good standing with PSIRA at the time of submission	**Yes**		
11.	A Valid COIDA letter of good standing.	**Yes**		
12.	Valid personnel PSIRA certificates for CPOs.	**Yes**		
13.	Proof of public liability insurance.	**Yes**		
14.	Personnel possess a minimum Grade 12 qualification with valid and certified VIP Protection Accredited Training, namely PSIRA & SASSETA/ QCTO.	**Yes**		
15.	Joint Venture / Consortium agreement / Trust Deed (if applicable): • Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? All documents listed below: ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members	**Yes**		

APPOINTMENT OF A SERVICE PROVIDERS FOR THE VIP PROTECTION AND IN-TRANSIT PROTECTION FOR A PERIOD OF 36 MONTHS

Service Provider's Name: ……. **Completed by: ……...** **Signature: ……...……**

GAUTENG LEGISLATURE Your View — Our Vision	**INVITATION TO BID (SBD 1)**	**SECTION 2**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG PROVINCIAL LEGISLATURE (GPL)				
BID NUMBER:	**GPL 011/2027**	CLOSING DATE:	**09 December 2026**	CLOSING TIME:11H00
DESCRIPTION	**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE VIP PROTECTION AND IN-TRANSIT PROTECTION FOR A PERIOD OF 36 MONTHS**			

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NO.		CELLPHONE NO.	
EMAIL ADDRESS		VAT REGISTRATION NUMBER	
COMPLIANCE STATUS	**MAAA-**	**TAX PIN**	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED? **SUBMIT PROOF IF YES**		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES /WORKS OFFERED? **SUBMIT PROOF IF YES**	
YES	**NO**	**YES**	**NO**

QUESTIONNAIRE FOR FOREIGN BIDDERS **IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT, REGISTER AS PER 2.3 BELOW.**		
	YES	**NO**
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		

QUESTIONNAIRE FOR FOREIGN BIDDERS **IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT, REGISTER AS PER 2.3 BELOW.**		
	YES	**NO**
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		

TERMS AND CONDITIONS FOR BIDDING

APPOINTMENT OF A SERVICE PROVIDERS FOR THE VIP PROTECTION AND IN-TRANSIT PROTECTION FOR A PERIOD OF 36 MONTHS

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. 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.
1.4. THE GPL WILL NOT AWARD CONTRACTS TO PROVIDE GOODS AND/OR SERVICES TO A MEMBER OF GPL OR CABINET, A MEMBER OF A PROVINCIAL LEGISLATURE OR MEMBER OF A PROVINCIAL EXECUTIVE COUNCIL, A MUNICIPAL COUNCILLOR,
1.5. BIDS WILL NOT BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE WHOSE PARTICIPATION IN BIDDING FOR THE CONTRACT MAY RESULT IN A CONFLICT OF INTEREST, OR ORGAN OF STATE IN WHICH ANY OF THE MENTIONED PERSONS IS A DIRECTOR OR HAS CONTROLLING OR OTHER SUBSTANTIAL INTEREST.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE GPL TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.3 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: …… DATE:……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

3.1 DOCUMENTS

3.1.1. The bidder must specify the name, position, address and contact details (email address and telephone number) of the person responsible for leading the bid process and to whom all correspondence relating to the bid should be directed.

3.1.2. The bid submission must be signed by a duly authorised representative of the bidder who has the authority to enter into legally binding contracts on behalf of the bidder. Proof of authority must be submitted e.g. company resolution.

3.1.3. If any part of this bid is not duly filled in and signed, it may invalidate the bid.

3.1.4. Where alterations have been made to any part of the bid, the bidder must sign next to the corrections made (Correction ink/Tippex is not allowed).

3.1.5. The bidder must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid document must be returned with the proposal.

3.2 SUBMISSION OF BID PROPOSAL

3.2.1 This bid must be submitted in accordance with the format, times and place as prescribed in the bid document.

3.2.2 This Bid document, proposal and all other relevant documentation requested must be submitted in one sealed envelope or sealed box. For Financial proposal and any other document where bidders' costs are displayed or referenced, please place this in a separate envelope.

3.2.3 Bids must be clearly marked on the front as follows: Bid No: **GPL011/2027**

3.2.4 Bids must be clearly marked on the back as follows:
Bidders Name & Bidders Address
Bidders Contact Numbers

3.2.5 Bid documents may be couriered by a registered mail and deposited in the tender box situated at the address as stipulated on the cover page of this document between 08:00am to 17:00pm, Monday to Sunday (including Public Holidays). Bidders must allow sufficient time to access the tender box in the GPL through the visitor's entrance and other security checkpoints.

3.2.6 Pricing Structure

a) Bidders are requested to indicate their price in all elements listed on the pricing schedule.
b) Pricing on the pricing schedule is for comparative purposes.
c) Prices must remain fixed for the duration of the contract
d) The total costs must be inclusive of all costs such as delivery, labour rates, Transfer of skills etc.

3.3 BID VALIDITY PERIOD

3.3.1 This bid and all proposals (costs included) shall remain binding and valid for a period of 120 days calculated from the closing date of the Bid. The GPL reserves the right to notify bidders in writing to extend the above validity period if deemed necessary and in the interest of the GPL.

3.4 JOINT VENTURES OR CONSORTIUM

3.4.1 A Copy of the Trust, Consortium or Joint Venture agreement duly signed must be attached.

3.4.2 A trust, consortium or joint venture will qualify for points for specific goals in accordance with the applicable Preferential Procurement Policy, provided that the entity submits the required consolidated documentation for purposes of evaluation and scoring of the specific goals.

3.5 DISCOUNTS

3.5.1 When calculating comparative prices, the GPL will consider any discounts which have been offered unconditionally. A discount which has been offered conditionally will be implemented when payment is effected despite not being considered for evaluation purposes.

3.6 GENERAL CONDITIONS

3.6.1 The GPL may request bidders to provide additional information with regards to the bid proposal at any given stage during the evaluation process.

3.6.2 All proposals in response to this bid, whether successful or unsuccessful, will become the property of the GPL.

3.6.3 Any costs incurred by the bidders in preparing and submitting their response will be the sole responsibility of the bidder.

3.6.4 The GPL reserves the right to invite short-listed bidders to make a presentation to GPL's bids evaluation committee to further clarity or substantiate their submissions.

3.6.5 The GPL reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder if such bidder has been awarded a bid by GPL or has performed services for GPL during the last 12 months prior to the closing date of the bid.

3.6.6 The GPL reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.

3.6.7 The successful bidder/s will enter into a stipulated contract with GPL for the provision of the required service.

3.6.8 The successful bidders, their employees and their sub-contractors must comply with GPL security clearance requirements.

3.6.9 The successful bidders must be willing to sign confidentiality or non-disclosure agreement.

3.6.10 In the event where the order was wrongly printed, the service provider must be able to exchange goods or cancel the order as per the GPL's request.

3.6.11 The GPL may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately from its premises.

3.7 CENTRAL SUPPLIER DATABASE REQUIREMENTS

3.7.1 Bidders should register on the Central Supplier Database (CSD) to upload information namely, (Business Registration/Directorship/Membership/Identity Numbers/B-BBEE Information and Banking Information for verification purposes)

3.8 AWARD OF BID

3.8.1 The award of this bid by the Secretary to the GPL shall constitute a binding contract, and such award shall be confirmed by means of an appointment/award letter. The successful bidder must in return provide a written response on their letterhead of the acceptance of the award.

3.9 SUBCONTRACTING

3.9.1 The bidder awarded a contract may only enter into a subcontracting arrangement with the approval of the GPL. The bidder may not subcontract more than 25% of the total contract deliverables.

3.9.2 A bidder awarded a contract in relation to a designated sector, may not subcontract such that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

3.10 FRONTING

3.10.1 The GPL supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the GPL condemns any form of fronting.

3.10.2 The GPL, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents.

3.10.3 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition (**the dtic**), be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the GPL may have against the bidder / contractor concerned.

3.11 SECURITY AND OCCUPANCY

3.11.1 Where applicable, All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as "*Restricted Areas*" and all of the provisions of these Acts will apply to this contract.

3.11.2 Where applicable, all buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site.

3.11.3 If any person is rejected for security reasons, a bidder will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance, his Bid may be rejected on such grounds.

3.11.4 Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be

removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.

3.11.5 Following the formal acceptance of the Bid, the successful bidder shall be required to submit the requested information and/or documentation to the GPL within forty-eight (48) hours of being requested to do so:

a) Full names of each of the persons intended to be utilised on site, including supervisory staff.
b) Position in firm plus service to be performed.
c) A copy of the Identification Document (ID), certified as a true copy of the original by the South African Police Service (SAPS). The certified copy submitted must be the original certified document and not a photocopy or scanned copy thereof.
d) Business address.

3.11.6 Bidders are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.

3.11.7 Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.

3.11.8 Such clearance shall remain valid for a period not exceeding 12 months and shall only apply for one project at a time.

3.12 SAFEGUARDING OF DOCUMENTS

3.12.1 All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.

3.12.2 All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.

3.12.3 All documentation shall be strictly handled as set out in the SSA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful contractor at the time of site hand over.

3.12.4 It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

3.13 BID CANCELLATION

3.13.1 The GPL may amend or cancel this Bid before the award should it deem it necessary but not limited to:

a) due to changed circumstances there is no longer need for the goods and services specified in the invitation.
b) funds are no longer available to cover the total envisaged expenditure
c) no acceptable bid is received; or
d) there is a material irregularity in the bidding process
e) there is material change of scope after the tender has closed.

3.14 DELIVERY ADHERENCE

3.14.1 Delivery of services must be made in accordance with the instructions appearing on the official Purchase Order issued by GPL and/or Contract/SLA

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1) **IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM**.

We the undersigned partners / joint ventures / consortium, tendering as ……hereby authorize ……to sign this Bid as well as any contract resulting from this Bid and any other documents correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES …….. CAPACITY ……

SIGNATURE ……...

NB: *Please note that all partners of the JV must be compliant, and a JV Agreement must be signed and submitted.*

2) **IF THE BIDDER IS ONE PERSON BUSINESS / SOLE TRADER**.

I, the undersigned ……hereby confirm that I am the sole owner of the business trading as ……..

3) **IF THE BIDDER IS SUB-CONTRACTING.**

I, the undersigned ……., hereby confirm that I will be sub-contracting work to the following company/companies ……. If more than 25% of the contract/work you enter into GPL is to be subcontracted, indicate the following details:

Sub-contractor's name	Value of work to be sub-contracted	% of work to be sub-contracted	BBBEE Level of the sub-contractor

I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:

1) The information furnished is true and correct.
2) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of GPL that the claims are correct.
3) If the claims are found to be incorrect, GPL may, in addition to any other remedy it may have –:
   a) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct.
   b) 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.

4) Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
5) I hereby undertake to render services described in the attached Bidding documents to GPL in accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by GPL during the validity period indicated and calculated from the closing date of the Bid.
6) I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
7) I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
8) Declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
9) I confirm that I am duly authorised to sign this contract.

DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to GPL shall have the right to:

- recover any losses or damages sustained by GPL under such agreement
- restrict the supplier from further business with GPL depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____ Date: _____

COMMISSIONER OF OATHS

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 2026, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON
STAMP NAME & SURNAME: _____DESIGNATION/RANK: _____ PERSAL/EMPLOYEE NO/SERVICE NUMBER: _____ PLACE and DATE: _____

SBD 3.3

PRICING SCHEDULE 3.3
(Professional Services)

NAME OF BIDDER: ……BID NO.: ……..

CLOSING TIME : CLOSING DATE :

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

2. The accompanying information must be used for the formulation of proposals.

3. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R ……..……

4. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

PERSON AND POSITION	HOURLY RATE	DAILY RATE
----------	R----------	R----------
----------	R----------	R----------
----------	R----------	R----------

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

---------- R---------- ---------- days
---------- R---------- ---------- days
---------- R---------- ---------- days

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
----------	……	.....	R.....
----------	……	…….	R….....
----------	……...	……	R….....

TOTAL:R……
** ” all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, e.g. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
----------	…….	……	R.....
----------	…….	……	R….....
----------	…….	……	R….....
----------	…….	……	R….....

TOTAL: R……

6. Period required for commencement with project after acceptance of bid ……

7. Estimated man-days for completion of project ……..

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied, for example consumer price index. ……

*__[DELETE IF NOT APPLICABLE]__

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars: …….
……
……

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

2.4.2 Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……

Signature Date

…… ……..

Designation Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 The applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The Gauteng Provincial Legislature reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.

(b) **"price"** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the

time of bid invitation, and includes all applicable taxes.

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 or 90/10 PREFERENCE POINT SYSTEMS

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin= Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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 the conditions of this tender.

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of:

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

4.3. any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system. The 20 preference points will be distributed as follows:

Table 1: Specific goals for the tender and points claimed are indicated per the table below. ***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.***

Groupings	Points	Verification
1. Black Ownership (7)		Registration documents and ID Copy
Enterprise is 100% Black Owned	7	
Enterprise is 51% Black Owned	5	
Enterprise is less 51% Black Owned	3	
Enterprise is not Black Owned	0	
Groupings	**Points**	**Verification**
2. Women Ownership (5)		Registration documents and ID Copy
Enterprise is 100% Women Owned	5	
Enterprise is 51% Women Owned	3	
Enterprise is less 51% Women Owned	1	
Enterprise is not Women Owned	0	
3. Youth Ownership (5)		ID Copy
Enterprise is 100% Youth Owned	5	
Enterprise is 51% Youth Owned	3	
Enterprise is less 51% Youth Owned	1	
Enterprise is not Women Owned	0	
4. PWDs Ownership (3)		Letter from the doctor
Enterprise is 100% PWDs Owned	3	
Enterprise is 51% PWDs Owned	2	
Enterprise is less 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm…….

5.2 Company registration number: ……...

5.3 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- □ Partnership/Joint Venture / Consortium
- □ One-person business/sole propriety
- □ Close corporation
- □ Public Company
- □ Personal Liability Company

- □ (Pty) Limited
- □ Non-Profit Company
- □ State Owned Company

5.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

……

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….

DATE: ……

ADDRESS: ……

……

……

APPOINTMENT OF A SERVICE PROVIDERS FOR THE VIP PROTECTION AND IN-TRANSIT PROTECTION FOR A PERIOD OF 36 MONTHS

1. BACKGROUND

1.1. The Gauteng Provincial Legislature (GPL) is responsible for ensuring the protection of Members of Provincial Legislature (MPLs) and employees who face direct or indirect threats arising from the execution of their official duties. Protection measures are implemented based on comprehensive threat risk assessments and may include personal protection, in-transit protection, and physical security measures.

1.2. The GPL Security Policy provides that Members and officials may receive protection following reported threats, intelligence reports, or threat risk assessments conducted by GPL Security Management with the assistance of the State Security Agency (SSA) and the South African Police Service (SAPS).

2. PURPOSE

2.1. The purpose of the Terms of Reference (ToR) is to invite qualified and suitable bidders to form part of a panel of Very Important Person (VIP) Close Protection and In-Transit Protection service providers, for a period of 36 months.

3. OBJECTIVES

3.1 The objective of this assignment is to appoint suitably qualified and PSIRA-accredited panel of service providers to render VIP close protection, and in-transit protection services to identified Members of the Provincial Legislature (MPLs) and GPL officials who have been assessed as requiring protection due to identified threats.

4. SCOPE OF WORK

4.1 **The successful panel of service providers will be required to perform, but not be limited to the following:**

4.1.1 **VIP Close Protection/ In- transit protection**

4.1.1.1 Provision of armed Close Protection Officers (CPOs).
4.1.1.2 Continuous threat monitoring and situational awareness.
4.1.1.3 Personal protection during official engagements, meetings and public appearances.
4.1.1.4 Crisis response planning.
4.1.1.5 Residential monitoring where required by the threat risk assessment and approved by the GPL.
4.1.1.6 Protection of immediate family members where approved by GPL.

4.1.2. **In-Transit Protection**

4.1.2.1. Provision of protection during travel between destinations.
4.1.2.2. Route planning and advanced route risk assessments.
4.1.2.3. Escort and convoy support where required.
4.1.2.4. Secure transportation in suitably equipped protection vehicles.
4.1.2.5. Emergency extraction and evacuation capability.
4.1.2.6. Relief staffing arrangements.
4.1.2.7. Contingency for industrial action or major incidents:

4.1.2.7.1. Ballistic vests (where risk assessment requires).

4.1.2.7.2. Concealable body armour.

4.1.2.7.3. GPS tracking.

4.1.2.7.4. Encrypted radios.

4.1.2.7.5. Panic alarm capability.

4.1.2.7.6. Dash cameras.

4.1.2.7.7. Vehicle tracking.

4.1.3. **Protection Package Requirements:**

REQUIREMENTS	**Quantity**	**Amount Year 1**	**Amount Year 2**	**Amount Year 3**
Monthly rate: Close Protection Officer.	1			
Monthly rate: Lead Close Protection Officer	1			
Overtime rate				
Monthly rate: High-performance SUV protection vehicle; Range Rover, Ford Ranger, BMW X5, Audi Q7 or equivalent	1			
Monthly rate: B6 armoured SUV car; Range Rover, Ford Ranger, BMW X5, Audi Q7 or equivalent.	1			
Monthly rate: B7 armoured SUV car; Range Rover, Ford Ranger, BMW X5, Audi Q7 or equivalent.	1			
The Automobile Association (AA) rates for normal SUV vehicles.	1			
Disclose how the company will claim on rates and the formula applied for the following vehicles:				
B6				
B7				
Air transportation fare of firearms to other provinces where applicable.	2			
9 mm pistol	2			

4.2 **Any other related activities necessary to achieve the objectives of the assignment.**

4.2.1. **MINIMUM VEHICLE SPECIFICATIONS:**

The vehicle offered must:

4.2.1.1. Be purpose-built and suitable for executive protection operations.
4.2.1.2. Be less than five years old and have less than 250km at the point of assignment.
4.2.1.3. Have a five-star New Car Assessment Programme (NCAP) safety rating.
4.2.1.4. Have ABS, Electronic Stability Control (ESC) and multiple airbags.

4.2.1.5. Be fitted with tracking and fleet monitoring systems.
4.2.1.6. Have climate control capability.
4.2.1.7. Be capable of obtaining the necessary security clearance where required.

5. DELIVERABLES

5.1 **The service provider must deliver the following outputs:**

5.1.1 Ensure continuous availability of protection personnel within 12 hours or less at the point of contact.
5.1.2 Maintain operational readiness of vehicles and equipment.
5.1.3 Submit incident reports.
5.1.4 Maintain confidentiality of all GPL information.
5.1.5 Adhere to GPL Security Policy requirements.
5.1.6 Ensure that 100% of personnel deployed meet the security screening, vetting and/or clearance requirements.
5.1.7 Ensure 100% compliance with applicable firearm legislation and competency requirements.
5.1.8 All incidents shall be reported with immediate effect to the Manager: Safety and Security and or SAPS for the investigation thereof.
5.1.9 The contractor should perform:
5.1.9.1. Daily operational risk assessments.
5.1.9.2. Journey management plans.
5.1.10. Event-specific risk assessments and reports.
5.1.11. Residential risk assessments and reports where applicable.

6. DURATION AND TIMEFRAMES

6.1 The duration of the assignment will be valid for a period 36 months after appointment and acceptance of appointment by the bidder.

7. REPORTING AND GOVERNANCE

7.1 The service provider will report to Manager: Safety and Security.
7.2 All deliverables are subject to review and approval by the institution.

8. COMPETENCY AND EXPERIENCE REQUIREMENTS

8.1 **Service providers must demonstrate:**
8.1.1 Mandatory Requirements:

8.1.1.1. Valid Company Private Security Industry Regulatory Authority (PSIRA) certificate.
8.1.1.2. The bidder must submit a certified copy of a PSIRA Letter of Good Standing, confirming that the bidding company is fully compliant and in good standing with PSIRA at the time of submission.
8.1.1.3. The bidder must submit a valid COIDA letter of good standing.
8.1.1.4. Valid personnel PSIRA certificates for CPOs.
8.1.1.5. Proof of public liability insurance.
8.1.1.6. Personnel possess a minimum Grade 12 qualification with valid and certified VIP Protection Accredited Training, namely PSIRA & SASSETA/ QCTO.
8.1.1.7. Valid advanced driving, Offensive and Defensive Driving for the Close Protection Officer who will also be a driver of the escort car at contracting stage.

8.1.1.8. Valid competency certificates and firearm licences at contracting stage.

9 EVALUATION CRITERIA

9.1. Proposals will be evaluated in accordance with the 80/20 preference point system, based on:
9.1.1. Functionality / Technical evaluation
9.1.2. Price and Specific Goals

9.2. The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications, experience, and technical ability to successfully execute the project. All proposals received will be evaluated in a fair, transparent, competitive, and cost-effective manner, in accordance with the prescribed evaluation criteria and approved evaluation process. The 80/20 Preference Point System will be applied to evaluate the received proposals. The evaluation process shall be conducted in the following sequential phases:

9.2.1. **Phase 1: Administrative Compliance (Pre-qualification)**
Proposals will be evaluated to determine compliance with all mandatory administrative and statutory requirements, including but not limited to:

9.2.1.1. Signed and completed bid documents.
9.2.1.2. Company registration documents
9.2.1.3. Any other mandatory documentation specified in the bid (e.g., affiliation certificates, qualifications, etc.)
9.2.2 Failure to comply with mandatory requirements may result in disqualification and the proposal will not proceed to the next phase.

9.3.1 **Phase 2: Functionality / Technical Evaluation**

Proposals that pass the administrative compliance phase will be evaluated on functionality against predetermined technical criteria and weightings. This may include:

9.3.1.1 Relevant experience and record of accomplishment
9.3.1.2 Technical approach and methodology
9.3.1.3 Qualifications and experience of key personnel
9.3.1.4 Capacity and resources to deliver the project.

9.3.1.5 Only bidders who achieve the minimum qualifying threshold for functionality will proceed to the next phase.

APPOINTMENT OF A SERVICE PROVIDERS FOR THE VIP PROTECTION AND IN-TRANSIT PROTECTION FOR A PERIOD OF 36 MONTHS

FUNCTIONALITY EVALUATION CRITERIA A key score of 3-5 will be applied where: 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
1	**Bidder Experience** Bidders must submit a minimum of three (3) signed reference letters from clients confirming delivery of VIP/Close Protection Services as proof of experience. Only evidence submitted with the bid will be evaluated. Reference letters must include contact details, scope of services and duration of contracts.	Three (3) signed and compliant reference letters	3	30
		Four (4) to six (6) signed and compliant reference letters	4	
		Seven (7) or more signed and compliant reference letters	5	
2.	**Project Management Team** The personnel included in the bid should have a minimum of 3 years of experience in VIP/Close Protection service.	Personnel possess minimum 3 years' relevant experience VIP/Close Protection service.	3	40
		Personnel possess 4 – 6 years' relevant experience VIP/Close Protection service.	4	
		Personnel possess 7 or more years' relevant experience VIP/Close Protection service .	5	
3	**VIP Close Protection Methodology and Operational Plan**	Generic methodology and operational plan with only 5 of the 8 methodology requirements addressed.	3	30

APPOINTMENT OF A SERVICE PROVIDERS FOR THE VIP PROTECTION AND IN-TRANSIT PROTECTION FOR A PERIOD OF 36 MONTHS

FUNCTIONALITY EVALUATION CRITERIA A key score of 3-5 will be applied where: 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
	The bidder must document and provide a detailed methodology demonstrating how the VIP protection services will be planned, coordinated, implemented and monitored. The methodology must address the following: 1. Threat and risk assessment; 2. Advance security surveys and site assessments; 3. Route and movement planning; 4. Operational command and communication structure; 5. Deployment and coordination of protection personnel; 6. Emergency and incident response procedures; 7. Reporting framework; 8. Business continuity and contingency measures.	Detailed methodology and operational plan with only 6 of the 8 methodology requirements addressed.	4	
		Comprehensive methodology and operational plan with all 8 methodology requirements addressed	5	
			TOTAL POINTS	**100**

APPOINTMENT OF A SERVICE PROVIDERS FOR THE VIP PROTECTION AND IN-TRANSIT PROTECTION FOR A PERIOD OF 36 MONTHS

FUNCTIONALITY EVALUATION CRITERIA A key score of 3-5 will be applied where: 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)				
#	CRITERION	DESCRIPTION	SCORE	WEIGHT
			CUT OFF POINTS	70

9.4 **Phase 3: Price and Specific Goals (80/20)**

9.4.1 Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: **Criteria**	**Points**
Price Evaluation ***Ps 80*** $\left(1-\frac{Pt-P\min}{P\min}\right)$	80
Specific Goals	20
TOTAL	**100**

Where,

Ps = Points scored for comparative price of bid under consideration
Pt = Comparative price of bid under consideration
Pmin = Comparative price of lowest acceptable bid

9.4.2 **Specific Goals (20 points)**

Groupings	Points	Verification
5. Black Ownership (7)		Registration documents and ID Copy
Enterprise is 100% Black Owned	7	
Enterprise is 51% Black Owned	5	
Enterprise is less 51% Black Owned	3	
Enterprise is not Black Owned	0	
6. Women Ownership (5)		Registration documents and ID Copy
Enterprise is 100% Women Owned	5	
Enterprise is 51% Women Owned	3	
Enterprise is less 51% Women Owned	1	
Enterprise is not Women Owned	0	
7. Youth Ownership (5)		ID Copy
Enterprise is 100% Youth Owned	5	
Enterprise is 51% Youth Owned	3	
Enterprise is less 51% Youth Owned	1	
Enterprise is not Women Owned	0	

Groupings	Points	Verification
8. PWDs Ownership (3)		Letter from the doctor
Enterprise is 100% PWDs Owned	3	
Enterprise is 51% PWDs Owned	2	
Enterprise is less 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

10 PRICING AND PAYMENT TERMS

10.1 Prices must be quoted in South African Rand (ZAR) and be VAT inclusive/exclusive.
10.2 Payment will be made upon satisfactory delivery of agreed milestones.
10.3 No advance payments will be made unless approved in writing.

11 CONFIDENTIALITY

11.1 All information provided by the institution must be treated as confidential and may not be disclosed without prior written consent.

12 GENERAL CONDITIONS

12.1 The Gauteng Provincial Legislature (GPL) reserves the right to appoint one or more service providers, to not make any appointment, or to establish a panel of service providers instead of appointing a single service provider.
12.2 The GPL is not bound to accept the lowest-priced bid or any bid received.
12.3 Late submissions will not be accepted and will automatically be disqualified from further consideration.
12.4 The GPL reserves the right to verify all information provided by bidders, including references, and past experience.
12.5 Any false, inaccurate, or misleading information provided by a bidder may result in immediate disqualification and may lead to further action in accordance with applicable legislation.
12.6 Bidders must comply with all applicable legislation, regulations, and policies, including Supply Chain Management (SCM), CIPC and SARS requirements.
12.7 All costs incurred by bidders in the preparation and submission of proposals will be for the bidder's own account, and the GPL will not be held liable for any such costs.
12.8 The GPL reserves the right to cancel this bid process at any stage, should it be deemed necessary and in the best interest of the institution.

13. SPECIAL CONDITIONS

13.1 Valid Private Security Industry Regulatory Authority (PSIRA) certificate throughout the contract period.

13.2 Regulatory compliance requirements throughout the contract period**:**
13.2.1 Firearms Control Act 60 of 2000.

13.2.2 Protection of Personal Information Act 4 of 2013.

13.2.3 National Road Traffic Act 93 of 1996.

13.2.4 Regulation of Interception of Communications and Provision of Communication Related Information Act 70 of 2002 (where communication recording is used).

13.3 All information shared to the service provider, including travel itineraries, may not be divulged to any outside party.

13.4 Appropriately qualified personnel with relevant certification.

13.5 Institutional capacity to deliver within required timeframes.

14. SUBMISSION REQUIREMENTS

14.1 Bidders may submit a duly signed proposal in both hard copy and electronic format (on USB).

14.2 All Standard Bidding Documents (SBD Forms) must be fully completed, signed, and submitted as part of the bid. **Failure to submit a completed and duly signed SBD 3 will automatically disqualify a bidder.**

14.3 Copies of company registration documents must be provided with ID copies for all Directors or Directors or a holding company.

14.4 Submissions must be made by [date and time] to [submission address/email].

14.5 Bidders must submit proof of relevant experience, including reference letters and details of similar projects undertaken.

14.6 Late submissions will not be accepted and will be automatically disqualified.

14.7 Bids must be submitted in a sealed envelopes clearly marked with the bid description and reference number.

14.8 Failure to submit all required documentation may result in disqualification.

APPOINTMENT OF A SERVICE PROVIDERS FOR THE VIP PROTECTION AND IN-TRANSIT PROTECTION FOR A PERIOD OF 36 MONTHS

Annexure A

REQUIREMENTS	**Quantity**	**Amount Year 1**	**Amount Year 2**	**Amount Year 3**
Monthly rate: Close Protection Officer.	1			
Monthly rate: Lead Close Protection Officer	1			
Overtime rate				
Monthly rate: High-performance SUV protection vehicle; Range Rover, Ford Ranger, BMW X5, Audi Q7 or equivalent	1			
Monthly rate: B6 armoured SUV car; Range Rover, Ford Ranger, BMW X5, Audi Q7 or equivalent.	1			
Monthly rate: B7 armoured SUV car; Range Rover, Ford Ranger, BMW X5, Audi Q7 or equivalent.	1			
The Automobile Association (AA) rates for norma SUV vehicles.	1			
Disclose how the company will claim on rates and the formula applied for the following vehicles:				
B6				
B7				
Air transportation fare of firearms to other provinces where applicable.	2			
9 mm pistol	2			
Total				

THE END