SANRAL
SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LTD

Reg.No.1998/009584/30

BUILDING SOUTH AFRICA
THROUGH BETTER ROADS

REQUEST FOR TENDER [RFT]

CONTRACT SANRAL: SANRAL 2025/26/0051

SCM REFERENCE: NRA 2026/0798

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES AT SANRAL WESTERN CAPE PROVINCIAL OFFICE FOR A PERIOD OF 36 MONTHS

ISSUE DATE:	**10 November 2026**
COMPULSORY BRIEFING SESSION DATE:	**20 November 2026**
CLOSING DATE:	**11 December 2026**
CLOSING TIME:	**12 PM**

SECTION 1: SBD1 FORM

PART A

INVITATION TO BID

BID NUMBER:	**SANRAL 2025/26/0051**	ISSUE DATE:	**10 NOVEMBER 2026**	CLOSING DATE:	**11 DECEMBER 2026**	CLOSING TIME:	**12 PM**
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES AT SANRAL WESTERN CAPE PROVINCIAL OFFICE FOR A PERIOD OF 36 MONTHS.						
VALIDITY PERIOD	90 calendar days including the first day and the last day.						

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	
CONTACT PERSON	**ProcurementWR5@sanral.co.za**
TELEPHONE NUMBER	N/A
E-MAIL ADDRESS	**ProcurementWR5@sanral.co.za**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]

ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER QUESTIONAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

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 1.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	TAX COMPLIANCE REQUIREMENTS
1.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
1.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
1.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
1.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
1.5	IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
1.6	WHERE NO TCS 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: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

(Proof of authority must be submitted e.g. company resolution)

DATE:_____

SECTION 2: NOTICE TO BIDDERS

1. INSTRUCTIONS TO BIDDERS

1.1 Submission of bid

The RFT submissions will close at **12H00** on Friday, **11 December 2026** and all RFT documentation must be sealed in a clearly marked envelope and placed in the tender box.

Bids shall be clearly marked with the RFT reference number and sealed in an envelope when placing in the tender box and addressed to:

SANRAL: Western Cape Provincial Office (former Western Region)
1 Havenga Street
Oakdale, Bellville
7530

Tender Box location: Reception Area

1.1.1 Bidders **must submit one original plus one hard copy and electronic copy (memory stick).** Additional supporting information can be provided in a separate file and cross-referenced in the main submission. The RFT envelope must also contain the Bidder's details on the back of the envelope.

1.1.2 No bid may be withdrawn after it has been submitted to SANRAL unless the Bidder so requests in writing and such request is received by SANRAL before the scheduled closing date. All bids received by SANRAL on or before the scheduled closing date and time shall be valid and binding for a period of 90 (ninety) calendar days calculated from the last scheduled closing date ("validity period"). During the validity period or any extensions to the validity period, bid prices shall remain firm save only for cost variations as are measurable by the permissible contract price adjustments as set out elsewhere in this document.

1.1.3 No telegraphic, e-mailed or faxed bids will be accepted.

1.1.5 Properly motivated alternatives may be submitted but will only be considered **if a compliant offer has been submitted.** The alternative shall be approached and priced to the same detail as required by this RFT.

1.1.6 Bidders will be judged on the basis of the information submitted by the due date as well as additional information as may have been requested by SANRAL. A Bidder will be disqualified for the furnishing of, misleading or incorrect information, which SANRAL may rely upon in the selection of a preferred Bidder.

1.1.7 Bidders must ensure that their bids contain all documents as specified in this RFT.

1.1.8 **The three (3) year pricing** must include **the annual price escalation** in line with the minimum wage increase and contract fee increase.

1.2 Clarification

If a Bidder considers that any of the RFT documents are deficient in any respect and require clarification, or if any words or figures are indistinct or ambiguous, or should Bidders have any queries regarding this document they may contact SANRAL by **e-mail or fax only** using the contact information stated in the SBD 1 Form.

Enquiries will close at 16h00 on Tuesday, 01 December 2026. SANRAL will not be obliged to respond to any queries received after this date. No unauthorised alteration, addition or note entered by the Bidder in the RFT documents shall modify the issued RFT.

1.3 Formal Briefing

A compulsory briefing session will be conducted Virtually on Friday, 20 November 2026, at 11H00 for a period of ± 2 hours. The briefing session will start punctually, and information will not be repeated for the benefit of Bidders arriving late.

Microsoft Teams meeting

Join: https://teams.microsoft.com/meet/3209487751359356?p=4erUTQmtsJm8EzjEOx

Meeting ID: 320 948 775 135 935 6

Passcode: f4od67ww

Late arrivals (15 Minutes late) will not be allowed to participate in the meeting, and their submissions shall be declared non-responsive. A Bidder's representative cannot represent more than one Bidder at the tender briefing meeting.

1.1 Conflicts of Interest

Bidders are required to identify and to disclose as soon as possible any conflict of interest or potential conflict of interest to SANRAL. Bidders should contact SANRAL for clarity on whether a conflict of interest actually exists or not. The existence of a conflict of interest, or a failure by a bidder timeously to disclose any such conflict or part conflict of interest, may result in the bidder's bid being disqualified.

1.2 Participation in More than One Bid

No bidder or any member of the bidder's consortium may participate or have an interest (whether direct or indirect) in any other bidder or in any member of any other bidder's consortium for purposes of submitting a bid.

1.3 Collusion with others

Bidders may not negatively engage or collude with any Service Providers, whether local or international, for purposes of submission of bids in response to the RFT. Such action will lead to disqualification with no further evaluation of their bid.

1.4 Communication

Specific queries relating to this RFT before the closing date of the RFT should be submitted to the contact person stated in the SBD 1 Form 8 days before tender closing date. In the interest of fairness and transparency SANRAL's response to such a query will then be made available to other bidders.

It is prohibited for Bidders to attempt, either directly or indirectly, to canvass any officer or employee of SANRAL in respect of this RFT between the closing date and the date of the award of the business.

Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

Bidders may also, at any time after the closing date of the RFT, communicate with the name of delegated individual on any matter relating to its RFT response:

All unsuccessful bidders have a right to request SANRAL to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form.

1.5 Joint Ventures or Consortiums

Bidders who would wish to respond to this RFT as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFT submission. Such Bidders must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by SANRAL through this RFT process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to SANRAL.

Bidders are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in

the specific goals Claim Form.

1.6 Legal Compliance

The successful Bidder shall be in full and complete compliance with any and all applicable national and local laws and regulations.

1.7 Disclaimers

Bidders are hereby advised that SANRAL is not committed to any course of action as a result of its issuance of this RFT and/or its receipt of a Quotation in response to it. Please note that SANRAL reserves the right to:

- modify the RFT's goods / service(s) and request Bidders to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation or an alternative bid;
- place an order in connection with this Quotation at any time after the RFT's closing date;
- award only a portion of the proposed goods / services which are reflected in the scope of this RFT;
- split the award of the order/s between more than one Supplier/Service Provider should it at SANRAL's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- cancel the quotation process;
- validate any information submitted by Bidders in response to this bid. This would include, but is not limited to, requesting the Bidders to provide supporting evidence. By submitting a bid, Bidders hereby irrevocably grant the necessary consent to SANRAL to do so;
- request audited financial statements or other documentation for the purposes of a due diligence exercise;
- not accept any changes or purported changes by the Bidder to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it;
- to cancel the contract and/request that National Treasury place the Bidder on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Bidder or on any other basis recognised in law;
- award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were notified of their bid being unsuccessful. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price.
- Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process.
- ***If there are any queries during the Bid process and any other period after the Bid closure, Bidders are advised to forward the queries to the email address indicated in SBD1 form 8 days before tender closing date. If no responses are received, Bidders are requested to send the follow up email to scmcomplaints@SANRAL.co.za.***

1.8 Security clearance

Acceptance of this bid is subject to the condition that the Successful Bidder will be subjected to security screening conducted by the State Security Agency and appointment can only be finalised upon the Bidder obtaining a positive security screening outcome.

1.9 Johannesburg Stock Exchange Debt Listing Requirements

SANRAL may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

1.10 National Treasury's Central Supplier Database

Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. SANRAL is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a Bidder who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at https://secure.csd.gov.za/.

For this purpose, the attached SBD 1 Form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.

1.11 Tax Compliance

Bidders must be compliant when submitting a proposal to SANRAL and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful Bidders be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Bidders tax obligations.

The Tax Compliance status requirements are also applicable to foreign Bidders/ individuals who wish to submit bids.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database, and their tax compliance status will be verified through the Central Supplier Database.

SANRAL urges its clients, suppliers and the general public to report any fraud or corruption to

TIP-OFFS ANONYMOUS:

tipoffs@sanral.co.za

SECTION 3

BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

Appointment of a service provider for the provision of security services at SANRAL Western Cape provincial office for a period of 36 months.

1 BACKGROUND

1.1 The creation and maintenance of a safe and secure work environment is one of SANRAL's key priorities and a support element for the achievement of organisational strategic goals. It is for this purpose that SANRAL has implemented security measures at its offices and other key operational areas to mitigate potential security risks, with security guarding services being used as the main security element.

2 EXECUTIVE OVERVIEW

2.1 SANRAL seeks to appoint a competent and reputable Service Provider for the provision of security guarding services at its Western Cape provincial office.

2.2 Potential Bidders must have a proven track record in delivering security services for a similar office environment in an efficient, consistent and professional manner.

2.3 The prospective security service provider should be able to deploy well-trained, competent and highly motivated security officers and maintain such competency and motivation levels for the duration of the service contract through training, retraining, performance recognition and rewarding.

2.4 The objective of the required security services is to minimise to as low as reasonably practicable the risks of harm to SANRAL management, employees, contractors and visitors by physical attack, loss or damage of property by theft (burglary), robbery, malicious damage, fire/arson, strike actions/riots or similar occurrences, sabotage and business disruption through proactive and reactive security actions.

3 SCOPE OF REQUIREMENTS

3.1 Introduction

3.1.1 The South African National Roads Agency SOC Limited (SANRAL) intends to appoint a suitable and reputable security service provider to provide a 24-hour physical security guarding services at its Western Cape provincial office situated at 1 Havenga Street, Oakdale, Bellville.

3.1.2 Potential Bidders must have a proven track record in delivering security services for a similar office environment in an efficient, consistent and professional manner.

3.1.3 The prospective security service providers must be able to deploy well-trained, competent and highly motivated security officers and maintain such competency and motivation levels for the duration of the service contract through training, retraining, performance recognition and rewarding.

3.1.4 Security technological innovation and integration for security guarding optimisation are critical requirements for any security service provider to be considered for appointment.

3.2 Purpose of the security Request for Tender (RFT)

3.2.1 The purpose of the security RFT is to ensure that security officers are deployed at the SANRAL Western Cape provincial office on a 24-hour basis.

3.2.2 The objective of the required security services is to minimise to as low as reasonably practicable the risks of harm to SANRAL management, employees, contractors and visitors by physical attack, loss or damage of property by theft (burglary), robbery, malicious damage, fire/arson, strike actions/riots or similar occurrences, sabotage and business disruption through proactive and reactive security actions.

3.3 Scope of services

3.3.1 Security guarding services

3.3.1.1 The provision of security guarding services is the primary security requirement for this RFT.

3.3.1.2 The security guarding services will include the below security functions to be performed by security officers;

- Static guard duties
- Access control to the premises, which includes the use of digital scanners for visitor access as well as reception electronic body and bag scanner operation.
- Security patrols and inspections
- Security escorts
- Security searching
- Security risk assessment
- Security incident response and reporting
- Preliminary security incident investigation
- CCTV monitoring where required
- Intruder and fire alarm monitoring and response
- Any other site-specific security duties as may be prescribed

3.3.2 Secondary security services

3.3.2.1 Below are the secondary security services that may be required on an ad hoc basis as and when needed based on security risk situations.

- Armed security patrol/escort vehicles
- Riot tactical security response services

3.4 Security staff numbers

3.4.1 The number of security officers required as part of the scope of work may be subject to changes as a result of continuous security risk assessments and implementation of additional physical security measures or new technology to enhance security.

3.4.2 In the event where the number of security officers need to be reduced for operational purposes, the service provider shall receive due notification of not less than one month (30 days).

3.5 Ad hoc or additional security deployment

3.5.1 In an instance where the site risk profile requires the deployment of additional security officers either on a fulltime or on an ad hoc basis, the service provider shall be able to provide such additional security officers on a 24-hour given notice for normal request and as soon as practically possible on emergency requests.

3.5.2 Ad hoc security requirements may include the deployment of armed security officers where needed based on security risk situations.

3.6 Security deployment and supervision

3.6.1 The appointed security service provider shall deploy its security officers at the SANRAL Western Cape provincial office according to the required numbers, security grades and specified times.

3.6.2 The security shift patterns shall run from 06H00 to 18H00 for day shift and from 18H00 to 06H00 for night shift.

3.6.3 The successful security service provider shall have effective mechanisms in place to validate that the required number of security officers have been deployed according to the agreed shift times.

3.6.4 Once security officers have been deployed, the security service provider shall have effective supervision through people and systems to ensure that security officers perform their duties efficiently in line with the expectations.

3.6.5 In instances where some of the deployed security officers are absent from duty, the security service provider shall replace such security officers with equally qualified and competent security officers.

3.7 Personnel risk management

3.7.1 The successful security service provider shall conduct pre-employment security screening for all security officers to be deployed at SANRAL, this includes criminal record checks, identification verification, polygraph tests and any other applicable screening.

3.7.2 Periodic security screening shall take place for the duration of the contract with annual polygraph testing and annual criminal checks done.

3.7.3 The security service provider to be appointed shall be required to provide ongoing awareness on its security staff to refrain from involving themselves in theft with the emphasis that the consequences of crime far exceed the benefits.

3.7.4 The successful security service provider should have the ability to be able to detect any possible involvement of its security staff in criminal activities and take the necessary actions.

3.7.5 The security service provider should have adequate staff capacity to cater for staff rotation as may be required by SANRAL based on circumstances.

3.7.6 The security service provider to be appointed shall only deploy South African citizens either by birth or naturalisation and/or persons with South African permanent residence status to SANRAL.

3.8 Health and safety

3.8.1 All Bidders must demonstrate their safety management commitment through their safety management organogram in line with applicable legal appointments, safety policies, safety plans and safety procedures.

3.8.2 The successful security service provider shall be required to enter into a Section 37.2 Agreement with SANRAL as a commitment to comply with the Occupational Health and Safety (OHS) Act as well as all SANRAL safety requirements.

3.8.3 Once appointed, the security service provider shall be required to submit its safety file containing all the required documents which are to be continuously updated.

3.8.4 The appointed security service provider shall ensure that in every shift there is a minimum of one (1) trained security officer in first aid, SHE representative, emergency evacuation and basic firefighting.

3.8.5 In order to ensure fit for duty, the service provider shall conduct pre-employment medical assessment for all the security officers to be deployed at SANRAL and later follow this process on an annual basis for the duration of the contract.

3.9 Technological security systems

3.9.1 The security service provider to be appointed may from time to time for the duration of the contract, propose any new security technological systems which may enhance site security effectiveness and efficiencies for SANRAL's evaluation and possible consideration.

3.9.2 However, where any proposed security systems are approved, SANRAL will reserve the right to either source such security systems through its normal internal procurement process, or through its appointed facilities management service provider or directly through the security service provider.

3.10 Security risk assessments

3.10.1 The successful Bidder shall be required to conduct a baseline security risk assessment for the designated site to identify security gaps and risks and propose mitigation actions before contract takeover.

3.10.2 Continuous security risk assessments shall be conducted by the appointed security service provider quarterly or at shorter intervals as necessitated by the changing security risk landscape.

3.11 Security reporting

3.11.1 The security service provider shall be required to compile and submit good quality security reports in line with the prescribed reporting templates and timelines.

3.11.2 Security reports will include; daily reports (where applicable), weekly reports, monthly reports, incident reports, investigation reports, task-specific security reports and any other applicable reports.

3.11.3 Bidders are requested to propose best-practice security reporting systems which can improve the level of security reporting. Where such systems are considered and implemented, SANRAL shall be granted Administrator User access rights and data ownership transfer at the expiry of the security contract.

3.12 Security industry registration and accreditation

3.12.1 Qualifying security service providers shall be registered with the Private Security Industry Regulatory Authority (PSIRA), including the registration of company Directors and all security officers to be deployed.

3.12.2 The PSIRA registration shall be continuously renewed and remain valid for the duration of the security contract.

3.12.3 Industry accreditations and registration with professional bodies will serve as an added advantage for Bidders.

3.13 Statutory compliance

3.13.1 Throughout the service period, the successful security service provider shall comply with all applicable legislation which include but not limited to the below;

- Criminal Procedure Act
- Firearms Control Act
- Protection of Personal Information (POPI) Act
- Labour Relations Act
- Basic Conditions of Employment Act
- Employment Equity Act
- Pension Funds Act
- Skills Development Act

3.13.2 The service provider shall be held liable for any breach of applicable legislation by itself or its security staff and SANRAL shall be indemnified from all claims, loss or damage which may arise out of such breaches.

3.14 Security staff training and competency

3.14.1 The security service provider to be appointed shall ensure that its security officers have gone through the minimum prescribed security industry training and are competent for employment as security officers for SANRAL.

3.14.2 SANRAL may request the training records of all the security officers to be deployed at SANRAL as a quality assurance.

3.14.3 In addition to mandatory training, Bidders need to demonstrate what additional training are they providing to their security officers to further equip and prepare them for deployment.

3.14.4 The security officers to be deployed shall possess satisfactory verbal and written communication skills to be able to perform their duties effectively.

3.14.5 Continuous training shall form part of the terms and conditions of the contract of appointment, and the appointed security service provider shall be required to continuously identify staff training and development needs and implement that.

3.14.6 The appointed security service provider shall be required to continuously perform employee competency evaluation through task observation and formal written assessments.

3.14.7 Where a particular security function requires computer literacy, the appointed security service provider would be required to deploy security officers who are capable to fulfil this requirement.

3.15 Security uniform and appearance

3.15.1 The successful Bidder shall ensure that its security officers are deployed in appropriate security uniform bearing the company logo and identifiable by means of name tags and PSIRA ID cards.

3.15.2 Security officers should always be dressed in a corporate security uniform, except in exceptional instances where the wearing of combat/industrial security uniform may be needed. Security officers deployed at the reception area may be required to be dressed in a specific way as prescribed by SANRAL based on the nature of the security post.

3.15.3 The uniform supplied by the security service provider must be sufficient to cover all shifts and able to cater for all season weather conditions such as cold and rainy weather. SANRAL may request the security service provider to provide the record of uniform supply when needed.

3.15.4 The uniform shall be kept in good condition and replaced by the security service provider when it becomes worn-out, and under no circumstances may the security service provider fail to replace uniform on the basis that security officers must pay for their uniforms.

3.15.5 The security service provider shall ensure the neat appearance of its security officers through regular inspections.

3.16 Security equipment

3.16.1 The successful Bidder shall provide and maintain in good working condition all the necessary standard service offering security equipment at no cost as well as any other additional security equipment as may be requested by SANRAL at a cost.

3.16.2 The security service provider is to ensure that its security officers are adequately trained and competent on the use of security equipment and provide such records as proof of training to SANRAL when requested.

3.16.3 Security equipment may include the below depending on site requirements;

- Batons
- Handcuffs
- Hand radios
- Base radio
- Pepper spray
- Whistles
- Torches
- Hand-held metal detectors
- Electronic patrol system
- Pocket books
- Occurrence books and security registers
- Scanning devices

3.16.4 All completed security registers and occurrence books shall be handed to SANRAL at the end of the contract.

3.17 Communication tools

3.17.1 The successful security service provider shall provide its security officers with hand radios to ensure communication between security officers deployed on different security posts on site. Push-to-talk radios with integrated panic system are preferrable.

3.17.2 In addition to hand radios, the security service provider shall install a base radio onsite linked to its security control room to ensure communication between the site and control room for operational support and supervision as well as for emergency response activation purposes.

3.17.3 A mobile phone may need to be allocated to the site to be used as a back-up communication tool in case of security emergency situations.

3.17.4 Where a telephone line is allocated to the security control/guard room for use by the security staff for communication purposes, the security service provider shall ensure that this is not misused and only used for the intended purpose. Any telephone misuse incurring costs shall be recovered from the security service provider.

3.17.5 The appointed security service provider shall provide proof of annual radio licencing compliance as required by the Independent Communications Authority of South Africa (ICASA).

3.18 Firearms

3.18.1 In the event where firearms are required based on security risk situations, such firearms shall be licenced under the name of the security service provider and handled in accordance with the Firearms Control Act.

3.18.2 All security officers using firearms shall possess valid firearm competency certificates issued for the use of firearms for business purposes and attending continuous mandatory firearm refresher training.

3.18.3 The use of private firearms by security officers shall be prohibited.

3.18.4 SANRAL may from time to time audit the security service provider for firearm compliance.

3.19 Deployment of security dogs

3.19.1 In an instance where the deployment of security dogs is needed based on security risk situations, only properly trained, certified and PSIRA registered DH4 or DH5 dog handlers can be used.

3.19.2 The handling, use and safekeeping of security dogs shall be done in line with the Performing Animals Protection Act and other relevant legislation and regulations.

3.20 Company offices and security control room

3.20.1 The successful security service provider shall have a regional and/or local operational office in place within the region of the SANRAL Western Cape Office to be able to provide day to day operational support and to effectively fulfil administrative and logistical requirements.

3.20.2 The prospective security service provider shall have as a minimum a national security control room that is capable to provide a 24-hour security operational coordination and support to SANRAL.

3.20.3 In addition to the national security control room, the security service provider should have an established back-up security control room in case the main one fails.

3.21 Contingency plans

3.21.1 The successful security service provider shall have contingency plans in place to ensure security operational continuity in the event of the below possible situations;

- Civil unrests/protests
- General security industry or internal employee strikes
- Disruption of public transport services
- Natural disasters

3.22 Security Service Level Agreement

3.22.1 The successful Bidder shall be required to enter into a service level agreement with SANRAL where service levels will be continuously measured through defined security key performance indicators (KPIs).

3.22.2 It shall be the responsibility of the appointed security service provider to put processes and systems in place to ensure that KPIs are consistently met.

3.23 Service quality management

3.23.1 The successful Bidder shall have quality management policies in place to ensure that good quality security services are delivered consistently.

3.23.2 The security service provider would need to have its own quality self-assessment tools or processes to ensure that sub-standard performance is proactively detected and corrected.

3.23.3 SANRAL may from time to time audit the security service provider for quality assurance purposes.

3.24 Customer satisfaction survey

3.24.1 The successful Bidder would be encouraged to conduct continuous client satisfaction surveys to receive feedback from internal stakeholders regarding its service offering and use the survey results for continuous improvement.

3.24.2 Customer satisfaction surveys should be objective and not just a tick box exercise.

3.25 Security staff remuneration and retention

3.25.1 The successful security service provider shall pay its security officers in accordance with the prescribed minimum wages in line with Sectoral Determination 6 as Gazetted from time to time.

3.25.2 Security officers must be paid on a fixed pay day and in full according to the hours worked. All staff pay queries must be resolved timeously to avoid security officers becoming frustrated and demoralised by long delays or lack of resolution of submitted pay queries as it is common.

3.25.3 The successful Bidder should have a performance recognition and reward arrangement to reward its security officers for exceptional performance as a way of appreciation and motivation.

3.25.4 Bidders should have staff retention policies and strategies in place on how to retain their security officers and backed by a low staff turnover rate.

3.26 Strategic and operational security plans

3.26.1 The prospective Bidder will be required to submit its strategic and operational security plans after appointment outlining its service delivery methodologies and operating models in line with the required security services.

3.26.2 The above plans should provide a clear roadmap of the scalability of their security services and continuous improvement.

3.26.3 The plans are to be reviewed and updated annually once the security service provider has been appointed.

3.27 Security contract takeover transitional plan

3.27.1 The successful Bidder will be required to submit its transitional plan outlining how they will be able to smoothly take over the SANRAL security contract without any form of disruption.

3.27.2 The transitional plan needs to include staff recruitment processes, pre-deployment preparation, logistical and administration arrangements, etc.

3.28 Strategic partnership

3.28.1 SANRAL Security is largely outsourced, and this requires the organisation to appoint reputable and capable security service provider that would be able to well-position itself as strategic partners by taking full security ownership.

3.28.2 The prospective security service provider should submit its strategic plan once appointed outlining how they would be able to successfully integrate itself into SANRAL in a way that ensures a mutually beneficial supplier-customer relationship.

3.29 Security RFT critical success factors

3.29.1 The following will among others be considered when selecting the suitable security service provider;

- Existing operations within the SANRAL Western Cape provincial office region/area.
- Proven track record in rendering the required security services with reliable references.
- Technical expertise and alignment to current security industry best-practices.
- Compliance with all applicable legislation and statutory requirements.
- Effective management support and client relations management.
- Adequate internal policies and procedures (examples; health and safety policy, remuneration policy, staff training and development, quality management, disciplinary procedure, grievance handling procedure, etc.).
- Ability to provide additional ad hoc security services as and when requested.
- Innovation and continuous improvement initiatives.
- Staff contingency plans – able to make arrangement for security deployment in case of sick leave and absenteeism, and during times of crises situations such as security industry strikes, disruptive violent protests, disrupted transport services, natural disasters or any eventuality.
- Ability to take over the security contract without any disruption of service delivery.
- Continuous security staff training and development.
- Security staff performance recognition and reward.
- Security service cost-effectiveness.
- Good quality security reporting.

ANNEXURE A: SITE SECURITY DEPLOYMENT REQUIREMENTS

Security Grade	Day Shift	Night Shift	Shift Pattern	Duties
Grade A	1	0	Mon - Fri	Overall site security management and supervision.
Grade B	1	1	Mon - sun	Security shift supervision/reliever security officer/CCTV monitoring/X-Ray scanner operation.
Grade C	2	2	Mon - Sun	Access control and all related duties, security patrolling, security escorts, security monitoring and observation, CCTV monitoring.
Grade C	1	0	Mon - Fri	Reception security access control duties, X-Ray scanner operation, security searching.
Total	**5**	**3**		

ANNEXURE B: SECURITY EQUIPMENT

In addition to all standard security equipment offering such as handcuffs, batons, etc., below is the list of equipment required for the site;

Security equipment	Quantity	Availability
Base radio	1	Daily for both day and night shifts
Hand radios	4	
Electronic patrol system	1	

SECTION 4

CRITERIA AND RETURNABLE DOCUMENTS

4.1 STEP ONE: Test for Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	
• Bid received before closing date and Time	
• Bidder has completed SECTION 1: SBD1 Form	
• Completed the pricing schedule	
• Bidder is registered on the National Treasury Central Supplier Database	
• Bidder is registered with the Private Security Industry Regulatory Authority (PSIRA) as a security service provider	
• Bidder has attended Compulsory Briefing Session	

The test for administrative responsiveness [Step One] must be passed for a Bidder's Proposal to progress to Step Two

4.2 TEP TWO: Minimum Threshold of 70 points for Technical Criteria (Refer to Section 6 relevant Returnable Forms for the evaluation criteria evidence)

The test for the Technical and Functional threshold will include the following:

REFER TO THE NEXT PAGE

Evaluation Criteria	Maximum Points
Bidder's years of experience in providing security services. Please indicate on the table provided in Form B1 the list of previous clients. The first listed client and latest client/s will provide the period in which the Bidder has been active in the security industry. Submit reference letters from previous clients on their company letterhead and signed by the clients. The reference letter must include the following: • Client name • Client Contact person • Client Contact details (contact number and/ or email) • The service rendered (security services) • Number of security staff deployed • Contract value • Contract duration - for on-going projects, bidders are requested to indicate when the contract will end. Note: The reference letters to be submitted must meet all the requirements stated above. i. Less than 2 years **[0]** ii. 2 - 5 years **[10]** iii. 6 - 9 years **[15]** iv. Over 10 years [**20]**	***20***
Bidder's References/proven track record Bidders must submit Reference Letters from previous clients on their company letterhead and signed by the clients for the contract listed in Form B1. The reference letter must include the following: • Client name • Client Contact person • Client Contact details (contact number and/ or email) • The service rendered (security services) • Number of security staff deployed • Contract value • Contract duration - for on-going projects, bidders are requested to indicate when the contract will end. Note: The reference letters to be submitted must meet all the requirements stated above. i. Only 1 Client Reference **[5]** ii. 2 Client References **[10]** iii. 3 Client References **[15]** iv. Over 4 Client References **[20]**	***20***

Bidder's Directors' combined years of experience in the security industry (Form B2). Note: Bidders must submit CV's showing Director(s) experience with contactable references. i. Less than 5 years **[5]** ii. 5 - 10 years **[10]** iii. 11 -15 years **[15]** iv. More than 15 years **[20]**	***20***
Bidders total number of existing employed security staff (Form B5). Bidders must submit the total number of their existing employed security staff deployed for current security contracts. The PSIRA staff list must be attached as supporting evidence. i. Less than 30 security staff **[5]** ii. 30-60 security staff **[10]** iii. 61-100 security staff **[15]** iv. More than 100 security staff **[20]**	***20***
Bidders operational office/control centre within the vicinity of the SANRAL Western Cape Office (Form B6). The bidder must have an operational office or a control centre in the Western Cape Province. Please submit documentary proof indicating physical address such as: • Property ownership registration certificate • Valid lease agreement • Municipal statement (Utility bill) not older than 3 months • Valid Lease Agreement/invoices. i. No existing office or security control room **[0]** ii. More than 50 km away **[5]** iii. 41 - 50 km away **[10]** iv. 30 - 40 km away **[15]** v. Less than 30km away **[20]**	***20***
Total	**100**

The minimum threshold for technical/functionality [Step TWO] must be met or exceeded for a Bidder's Proposal to progress to Step THREE for final evaluation

4.3 STEP THREE: Evaluation and Final Weighted Scoring

a) **Price and Specific Goal**

SANRAL will utilise the following formula in its evaluation of Price:

$$PS = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right) \text{ or } PS = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where:

Ps = Score for the Bid under consideration

Pt = Price of Bid under consideration

Pmin = Price of lowest acceptable Bid

Specific goals	Criteria	10 points		20 points	
		Point allocation	Maximum points	Point allocation	Maximum points
B-BBEE Level	Level 1	10.00	10.00	20.00	20.00
	Level 2	9.00		18.00	
	Level 3	6.00		14.00	
	Level 4	5.00		12.00	
	Level 5	4.00		8.00	
	Level 6	3.00		6.00	
	Level 7	2.00		4.00	
	Level 8	1.00		2.00	
	Non-compliant contributor	0.00		0.00	

b) **Specific Goals** [Weighted score 10 or 20 point]

- Specific goals preference points claim form
- Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

4.4 STEP FOUR: Post Tender Negotiations (if applicable)

- Bidders are to note that SANRAL may not award a contract if the price offered is not market-related. In this regard, SANRAL reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
  - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
  - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Bidder being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.

- Should SANRAL conduct post tender negotiations, Bidders will be requested to provide their best and final offers to SANRAL based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Bidder(s).

4.5 STEP FIVE: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of the acceptance of his/their Quotation by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Bidder(s).
- Otherwise, a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Bidder.

Bidders are to note that, on award of business, SANRAL is required to publish the tendered prices of the successful and unsuccessful Bidders *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), as required per National Treasury Instruction Note 01 of 2015/2016. **[This is not applicable if RFT was not advertised on National Treasury e-Tender Publication Portal]**

Bidders declaring a commercial relationship with a DPIP or FPPO are to note that SANRAL is required to annually publish on its website a list of all business contracts entered into with DPIP or FPPO. This list will include successful Bidders, if applicable.

SECTION 5

QUOTATION FORM (Refer to Form C)

Notes to Pricing:

4.5.1 All Prices must be quoted in South African Rand, inclusive of VAT

4.5.2 The three (3) year pricing must include the annual price escalation in line with the minimum wage increase and contract fee increase.

4.5.3 Any disbursement not specifically priced for will not be considered/accepted by SANRAL.

4.5.4 To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.

4.5.5 Bidders are to note that SANRAL will round off final pricing scores to the nearest 2 (two) decimal places.

SECTION 6

RETURNABLE DOCUMENTS

List of Returnable Documents

The Bidder must complete the following returnable documents:

FORM	LIST OF RETURNABLE DOCUMENTS	STATUS
INVITATION TO BID	**SBD 1 FORM**	
FORM A2:	CERTIFICATE OF AUTHORITY FOR SIGNATORY	
FORM A3:	CERTIFICATE OF AUTHORITY FOR JOINT VENTURES (WHERE APPLICABLE)	
FORM A4:	DECLARATION OF BIDDER'S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL	
FORM A5:	DECLARATION FORM - MANAGEMENT OF DOMESTIC PROMINENT INFLUENTIAL PERSONS, FOREIGN PROMINENT PUBLIC OFFICIALS AND FOREIGN INFLUENTIAL NATIONALS	
FORM A6	CERTIFICATE OF FRONTING PRACTICES	
FORM A7	REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE	
FORM A8:	DECLARATION OF BIDDER'S LITIGATION HISTORY	
FORM A9:	CERTIFICATE OF TAX COMPLIANCE STATUS	
FORM A10:	SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY BIDDER	
FORM A11 (SBD4):	BIDDER'S DISCLOSURE	
FORM A12 (SBD6.1):	PREFERENCING SCHEDULE - BIDDER'S B-BBEE VERIFICATION	
FORM A13:	POPIA	

FORM A14:	CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION	
FORM A15:	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	
FORM A16:	REGISTRATION WITH PSIRA	
FORM A17:	CERTIFICATE OF SINGLE TENDER SUBMISSION	
FORM A18:	SPECIFIC GOALS POINTS CLAIM FORM	
FORM A19 (SBD6.2):	DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS	N/A
FORM A20:	LOCAL CONTENT DECLARATION: SUMMARY SCHEDULE (ANNEXURE C)	N/A
FORM B1:	BIDDER'S YEARS OF EXPERIENCE AND CLIENT REFERENCES	
FORM B2:	BIDDER'S DIRECTORS' COMBINED YEARS OF EXPERIENCE	
FORM B3:	BIDDER CONFIRMATION OF PROVINCE IN WHICH THE PRINCIPAL OFFICE IS LOCATED	
FORM B4.1	REGISTRATION WITH CIPC	
FORM B5:	BIDDERS' TOTAL NUMBER OF EXISTING EMPLOYED SECURITY STAFF	
FORM B6:	BIDDER'S OPERATIONAL OFFICE/CONTROL CENTRE WITHIN THE VICINITY OF THE SANRAL WESTERN CAPE OFFICE	
FORM C	QUOTATION FORM/PRICE SCHEDULE	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Bidder will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFT. Should the Bidder be awarded the contract [**the Agreement]** and fail to present SANRAL with such renewals as and when they become due, SANRAL shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which SANRAL may have for damages against the Bidder.

Signed:……Date:……..

Name:……Position……

Bidder:……

FORM A2: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Notes to Bidder:

1. The signatory for the Bidder shall confirm his/her authority thereto by attaching on the tendering company's letterhead Cape a duly signed and dated copy of the relevant resolution of the board of directors/partners. Submit a copy of the resolution on printed and bound hard copy and flash drive.
2. In the event that the Bidder is a joint venture, a certificate is required from each member of the joint venture clearly setting out:
   - authority for signatory,
   - undertaking to formally enter into a joint venture contract should an award be made to the joint venture,
3. The resolution below is given as an example of an acceptable format for authorisation, but submission of this page with the example completed shall not be accepted as authorisation of the Bidder's signatory.
4. In the event that authorisation is for more than one project, then all projects shall be listed in the copy of the resolution of the Board of Directors/Partners.

By resolution of the board of directors/partners passed at a meeting held on.....

Mr/Ms whose signature appears below, has been duly authorised to sign all documents in connection with the tender for contract no: SANRAL 2025/26/0051 **– THE PROVISION OF SECURITY SERVICES AT SANRAL WESTERN CAPE PROVINCIAL OFFICE FOR A PERIOD OF 36 MONTHS.**

.....

.....

and any contract which may arise therefrom on behalf of (enter name of Bidder in block capitals) .....

.....

SIGNED ON BEHALF OF THE COMPANY: .....

.....

IN HIS/HER CAPACITY AS: .....

DATE: .....

SIGNATURE OF SIGNATORY: .....

WITNESSES: …… ……..
SIGNATURE SIGNATURE

…… ……..
NAME (print) NAME (print)

Signed:……..……Date:……..……..

Name:……Position……

Bidder:……..……

FORM A3: JOINT VENTURE AGREEMENT

Bidder Name	**Contact Detail (Name, Cellphone, Email)**	**Share % in the JV**
Lead Bidder:		
Total		100

Bidder:
In the event of a Joint Venture, attach to this form a signed and properly completed Joint Venture Agreement Lead Bidder shall have Majority share certificate.

Signed:……..……Date:……..……..

Name:…….……Position…….

Bidder:……..……

FORM A4: DECLARATION OF BIDDER'S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL

Notes to Bidder:

1. **The signatory for the Bidder (as per Form A2) shall complete and sign this form declaring the current status of (any) debt outstanding to SANRAL.**
2. **In the event that the Bidder is a Joint Venture, a declaration is required from each member of the Joint Venture.**

I, the undersigned, ... declare that:

(i) the Bidder or any of its Directors/Members do not have any debt outstanding to SANRAL, other than what is listed below:

.....

.....

.....

.....

(ii) the Bidder and/or any of its Directors/Members freely, voluntarily and without undue duress unconditionally authorises SANRAL to set off any debts agreed to which is due and payable by the Bidder or any of its Directors/Members in terms of this declaration against any moneys due to the Bidder or any of its Directors/Members.

(iii) to the best of my knowledge the above information is true and accurate.

Signed and sworn before me at ……. on the …….. day of

…… 20……..

……..
SIGNATURE

The deponent having:

1. Acknowledged that he/she knows and understands the contents hereof;
2. Confirmed that he/she has not objection to the taking of the prescribed oath;
3. That he/she considered the prescribed oath as binding upon his/her conscience; and
4. The Regulations contained in the Government Gazette Notice R1258 of July 1972 and R 1648 of August 1977 having been complied with.

……..
COMMISSIONER OF OATHS

Signed:……..……Date:……..……..

Name:…….……Position…….

Bidder:……..……

FORM A5: Domestic Prominent Influential Persons (DPIP) OR Foreign Prominent Public Officials (FPPO)

Notes to Bidder:

1. In line with a policy on the management of Prominent Influential Persons (PIP's), the purpose of this declaration form is to ensure maintenance and monitoring of the business relationships with prominent, influential stakeholders who have domestic and/or foreign influence as far as the procurement under the management of the Employer is concerned. This is done to mitigate the Employer's perceived association, reputational, operational or legal risk, as it strives to foster and maintain fair and transparent business relations. (This policy is available on the Employer's website: www.nra.co.za)
2. It is compulsory that all prospective and existing Bidders conducting business with the Employer, who potentially meet the definition of DPIP's, FPPO's or FIN's, complete this form by supplying credible information as required and submit together with their tender document.
3. Bidders are required at the tender stage to declare any DPIP's, FPPO's or FIN's involved in their tenders, as part of their submission.
4. Further, that Bidders shall at the tender stage furnish the Employer of all information relating to namely, shareholders names, identity numbers and share certificates of the individual and/or transaction concerned using the form below, for verification purposes, including where applicable, confirmation as it relates to:
   i. Knowledge of any offence within the meaning of Chapter 2, Section 12 and 13 of Prevention and Combating of Corrupt Practices Act No 4 of 2006; and/or
   ii. Knowledge of any offence within the meaning of Chapter 3 of Prevention of Organised Crime Act No 121 of 1998 as it relates to any of the shareholders, directors, owners and/or individual link to the Bidder.
5. Bidders undertake that should it be discovered that the information provided in the table below is fraudulently or negligently misrepresented, then Chapter 9, Section 214 and 216 of Companies Act No 17 of 2008 shall apply to shareholders, directors, owners and/or individual link to the Bidder.
6. Should the Bidder fail to declare or supply the Employer with credible information in the prescribed form, the tender may be rendered invalid.
7. Should the Employer, in the process of conducting verification and investigation of information supplied by the Bidder find out that the information poses a reputational risk, the tender shall be rendered invalid.
8. The following definitions shall apply:
   i. "Board" means the Board of Directors or the Accounting Authority of the Employer.
   ii. "Business relationship" means the connection formed between the Employer and external stakeholders for commercial purposes.
   iii. "DD" means Due Diligence.
   iv. "Domestic Prominent Influential Person" means an individual who holds an influential position, including in an acting position for a period exceeding 6 (six) months, or has held at any time in the preceding 12 (twelve) months, in the Republic, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
   v. "DPIP" means a Domestic Prominent Influential Person.
   vi. "Family members and known close associates" means immediate family members and known close associates of a person in a foreign or domestic prominent position, as the case may be, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
   vii. "Foreign Influential National" means an individual who is not a South African citizen or does not have a permanent residence permit issued in terms of the Immigration Act No 13 of 2002, who possesses personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.
   viii. "Foreign Prominent Public Official" means (as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017) an individual who holds or has held at any time in the preceding 12 (twelve) months, in any foreign country a prominent public function.
   ix. "FPPO" means a Foreign Prominent Public Official.
   x. "Improper influence" means personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.
   xi. "The Employer" means the South African National Roads Agency SOC Limited (SANRAL) with registration number 1998/009584/30.
   xii. "Senior Management" means the Executive Committee or its individual members.
9. A separate declaration is required from each DPIP, FPPO and FIN. In the event that the Bidder is

a Joint Venture (JV), a separate declaration from each DPIP, FPPO and Fin from each of the Joint Venture (JV) members, is required.

Prominent Influential Persons (PIP's) Reporting Form

IDENTIFICATION PARTICULARS					
Primary Particulars	First Name	Surname		Middle Name	ID/Passport Number
Country Details	Country of Origin		Citizenship	Current Country of Residence	
CURRENT STATUS AND BACKGROUND					
Current Occupation	Occupational Title			Status	
				Active	Non-active
Is the potential/business partner (mark with an "X" whichever is applicable):					
a DPIP	a FPPO	a FIN	Family member or Close Associate of a DPIP/FPPO/FIN?		

KNOWN BUSINESS INTERESTS				
No	Name of Entity	Role in Entity	Status	
1			Active	Non-active
2				
3				
4				
5				

MEDIA REPORTS / OTHER SOURCES OF INFORMATION
(Please reference all known negative or damaging media reports associated with the DPIP/FPPO/FIN)

Reporting Person/s:

Full names:		
Designation:		
Department:		
Head of Department:		
Head of Department's signature:	Date:	
Reporting Person's signature:	Date:	

DECLARATION / UNDERTAKING BY THE BIDDER

I, the undersigned, ...

declare that:

i. the information furnished on this declaration form is true and correct.

ii. I accept that any action may be taken against me should this declaration prove to be false.

Signed:……..……Date:……..……..

Name:……Position…….

Bidder:……..……

FORM A6: CERTIFICATE OF FRONTING PRACTICES

Fronting Practices

Window-dressing: This includes cases in which black people are appointed or introduced to an enterprise on the basis of tokenism and may be:

- Discouraged or inhibited from substantially participating in the core activities of an enterprise; and
- Discouraged or inhibited from substantially participating in the stated areas and/or levels of their participation.

Benefit Diversion: This includes initiatives implemented where the economic benefits received as a result of the B-BBEE Status of an enterprise do not flow to black people in the ratio as specified in the relevant legal documentation.

Opportunistic Intermediaries: This includes enterprises that have concluded agreements with other enterprises with a view to leveraging the opportunistic intermediary's favourable B-BBEE status in circumstances where the agreement involves:

- Significant limitations or restrictions upon the identity of the opportunistic intermediary's suppliers, Service Providers, clients or customers;
- The maintenance of their business operations in a context reasonably considered improbable having regard to resources; and
- Terms and conditions that are not negotiated at arms-length on a fair and reasonable basis.

Responsibility to Report Fronting

In order to effectively deal with the scourge of Fronting, verification agencies, and/or procurement officers and relevant decision makers are encouraged to obtain a signed declaration from the clients or entities that they verify or provide business opportunities to, which states that the client or entity understands and accepts that the verification agency, procurement officer or relevant decision maker may report Fronting practices to **the DTI**. Intentional misrepresentation by measured entities may constitute fraudulent practices, public officials and verification agencies are to report such cases to **the DTI**.

Fronting Indicators

• The black people identified by an enterprise as its shareholders, executives or management are unaware or uncertain of their role within an enterprise;
• The black people identified by an enterprise as its shareholders, executives or management have roles of responsibility that differ significantly from those of their non-black peers;
• The black people who serve in executive or management positions in an enterprise are paid significantly lower than the market norm, unless all executives or management of an enterprise are paid at a similar level;
• There is no significant indication of active participation by black people identified as top management at strategic decision making level;
• An enterprise only conducts peripheral functions and does not perform the core functions reasonably expected of other, similar, enterprises;
• An enterprise relies on a third-party to conduct most core functions normally conducted by enterprises similar to it;
• An enterprise cannot operate independently without a third-party, because of contractual obligations or the lack of technical or operational competence;
• The enterprise displays evidence of circumvention or attempted circumvention;

• An enterprise buys goods or services at a significantly different rate than the market from a related person or shareholder;
• An enterprise obtains loans, not linked to the good faith share purchases or enterprise development initiatives, from a related person at an excessive rate; and
• An enterprise shares all premises and infrastructure with a related person, or with a shareholder with no B-BBEE status or a third-party operating in the same industry where the cost of such premises and infrastructure is disproportionate to market-related costs.

DECLARATION

I, the undersigned, ...

in submitting the accompanying tender on behalf of the Bidder do hereby make the following statements that I certify to be true and complete in every respect:

1. I have read and understand the contents of this certificate.
2. I accept that the Employer may report fronting practices to the Department of Trade and Industry and the B-BBEE Commissioner.
3. I accept that intentional misrepresentation by measured entities may constitute fraudulent practices that shall be reported to the Department of Trade and Industry and the B-BBEE Commissioner.

Signed:……..……Date:……..……..

Name:…….……Position…….

Bidder:……..……

FORM A7: REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE

The Bidder shall provide a copy supplier registration from the National Treasury Central Supplier Database (www.treasury.gov.za). Bidders who are not registered on the Central Supplier Database at tender closure will be declared non-responsive. In the case of a Joint Venture a printed copy supplier registration from must be provided for each member of the Joint Venture.

Name of Service Provider: .....

Central Supplier Database Supplier Number: .....

Supplier Commodity: .....

Delivery Location: .....

Signed:……..……Date:……..……..
Name:……Position…….
Bidder:……..……

FORM A8: DECLARATION OF BIDDER'S LITIGATION HISTORY

Note to Bidder:
The Bidder shall list below details of any litigation with which the Bidder (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

Signed:……..……Date:……..……..

Name:…….……Position……..

Bidder:……..……

FORM A9: CERTIFICATES OF TAX COMPLIANCE

The Bidder shall complete the declaration below.

I, ... (name) the undersigned in my capacity as ..... (position) on behalf of ..... (name of company) herewith grant consent that SARS may disclose to the South African National Roads Agency SOC Limited (SANRAL) our tax compliance status.

For this purpose, our unique security personal identification number (PIN) is .....

In the event of a joint venture each member shall comply with the above requirements.

Signed:……..……Date:……..……..

Name:…….……Position…….

Bidder:……..……

FORM A10: SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY BIDDER

PAGE	DESCRIPTION

Signed:……..……Date:……..……..

Name:…….……Position…….

Bidder:……..……

FORM A11: 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)**

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 I 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

FORM A12:BIDDER'S B-BBEE VERIFICATION CERTIFICATE (INCORPORATING SBD 6.1)

Notes to Bidder:

1. A Bidders' scorecard shall be a B-BBEE Verification Certificate issued in accordance with:
- The Amended Generic Codes of Good Practice issued in terms of government gazette No. 42496, issued on 31 May 2019.

i) The scorecard shall be submitted as a certificate attached to Returnable Schedule Form A14; and

ii) The certificate shall:
- Be valid at the closing date;
- Have been issued by a verification agency accredited by the South African National Accreditation System (SANAS);
- Be in the form of a sworn affidavit (accompanied by an audited financial statement or Management Account on the latest financial year) or a certificate issued by the Companies and Intellectual Property Commission in the case of an Exempted Micro Enterprise (EME); and
- Have a date of issue less than 12 (twelve) months prior to the tender closing date (see Tender Data 4.15); and

iii)A valid BBBEE Certificates shall contain:
- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
- Value-Added Tax number, where applicable.
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
- B-BBEE status with corresponding procurement recognition level.
- The relevant Codes used to issue the B-BBEE verification certificate.
- Have a date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate.
- Financial period which was used to issue the B-BBEE Verification Certificate

iv) A valid Sworn Affidavit must contain the following:
- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage black ownership, black female ownership and whether they fall within a designated group.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.
- Financial year-end (must be in the format dd/mm/yyyy) as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE status level. An enterprise can only have one status level.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

v) In an event of an un-incorporated Joint Venture (JV), a valid project specific (must contain SANRAL project name and number) consolidated B-BBEE Verification Certificate in the name of the JV shall be submitted.

A notated affidavit is given below. this indicates critical information that is required., as well as formats and conventions that must be adhered to.
Please use appropriate affidavit linked to your Sector code; where applicable.

Signed:……..……Date:……..……..

Name:……..……Position……

Bidder:……..……

FORM 13: PROTECTION OF PERSONAL INFORMATION

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):

   consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.

2. SANRAL will process all information by the Bidder in terms of the requirements contemplated in Section 4(1) of the POPIA:

   Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.

3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFT, the Responsible party is “SANRAL” and the Data subject is the “Bidder”. SANRAL will process personal information only with the knowledge and authorisation of the Bidder and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.

4. SANRAL reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFT and the Bidder is required to comply with all prescripts as detailed in the POPIA relating to all information concerning SANRAL.

5. In responding to this bid, SANRAL acknowledges that it will obtain and have access to personal information of the Bidder. SANRAL agrees that it shall only process the information disclosed by Bidder in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

6. SANRAL further agrees that in submitting any information or documentation requested in this RFT, the Bidder is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by SANRAL and/or its authorised appointed third parties.

7. Furthermore, SANRAL will not otherwise modify, amend or alter any personal data submitted by the Bidder or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Bidder. Similarly, SANRAL requires the Bidder to process any personal information disclosed by SANRAL in the bidding process in the same manner.

8. SANRAL shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFT (physically, through a computer or any other form of electronic communication).

9. SANRAL shall notify the Bidder in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the

relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Bidder must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.

10. The Bidder may, in writing, request SANRAL to confirm and/or make available any personal information in its possession in relation to the Bidder and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Bidder may further request that SANRAL correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Bidder in SANRAL's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.

11. In submitting any information or documentation requested in this RFT, the Bidder is hereby consenting to the processing of their personal information for the purpose of this RFT and further confirming that they are aware of their rights in terms of Section 5 of POPIA

    Bidders are required to provide consent below:

YES		NO	

12. Further, the Bidder declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying SANRAL against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Bidder submitted.

13. The Bidder declares that the personal information submitted for the purpose of this RFT is complete, accurate, not misleading, is up to date and may be updated where applicable.

    Signature of Bidder's authorised representative: _____
    Should a Bidder have any complaints or objections to processing of its personal information, by SANRAL, the Bidder can submit a complaint to the Information Regulator on https://www.justice.gov.za/inforeg/, click on contact us, click on complaints.IR@justice.gov.za

Signed:……..……Date:……..……..

Name:…….……Position……

Bidder:……..……

FORM A14: CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION

Notes to Bidder

1. The Bidder shall complete the declaration below.
2. In the event of a Joint Venture (JV), each member of the JV shall comply with the above requirements.

I, (name), the undersigned in my capacity as (position), on behalf of (name of company), herewith grant consent that SANRAL or any of their appointed Service Providers may conduct a due diligence investigation on (name of company) to evaluate our ability to perform the contract as stipulated in the Standard Conditions of Tender, Clause C.3.13(b).

In addition, any information in this regard requested by SANRAL or any of their appointed Service Providers, shall be submitted within the timelines of the request.

Signed:……Date:……..

Name:……Position……

Bidder:……

FORM A15: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Notes to Bidder:

1. **This declaration:**
   a. **must form part of all tenders submitted.**
   b. **in the case of a joint venture (JV), must be completed and submitted by each member of the JV**
2. **This form serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse and/or misused the State's procurement of the supply chain management system.**
3. **The tender of any Bidder may be disregarded if that Bidder or any of its directors have –**
   a. **abused and/or misused the State's procurement and/or supply chain management system;**
   b. **committed fraud, corruption, or any other improper conduct in relation to such State system; and/or**
   c. **has been charged with fraud, corruption or any other improper conduct whether of a criminal or civil nature during the course and scope of rendering services to the state or any other party and/or entity; or**
   d. **failed to perform on any previous contract [with the State].**
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with this tender.**

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 *audi alteram partem* rule was applied.** The Database of Restricted Suppliers now resides on the National Treasury 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 Yes, 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 Combatting of Corrupt Activities Act (No. 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury website (**(www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes □	No □
4.2.1	If Yes, furnish particulars:		
4.3	Was the Bidder or any of its directors convicted by a court of law (including a court outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes □	No □
4.3.1	If Yes, furnish particulars:		
4.4	Was any contract between the Bidder and any organ of State terminated during the past five years on account of failure to perform on or comply with the contract?	Yes □	No □
4.4.1	If Yes, furnish particulars:		

CERTIFICATION

I, the undersigned, ...

certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Signed:……..……Date:……..……..

Name:…… Position…….

Bidder:……..……

FORM A16: REGISTRATION WITH PSIRA

The Bidder shall provide a copy of a valid Private Security Industry Regulatory Authority (PSIRA) registration certificate as a security service provider as well as the PSIRA registration certificates for all its Directors.

Complete the following details of PSIRA registration;

Name of security service provider:

Date of registration:

PSIRA Registration Number:

Registration expiry date: …….

List of registered Directors with PSIRA.

Name of Director	Date of Registration	Registration Number	Security Grade

Signed:……..……Date:……..……..

Name:…….……Position…….

Bidder……..……

FORM A17: CERTIFICATE OF SINGLE TENDER SUBMISSION

Notes to Bidder:

1. **This certificate serves as a declaration by the Bidder that a single tender was submitted.**
2. **In the case of a Joint Venture (JV), a separate certificate is to be completed and submitted by each JV member.**

DECLARATION

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

1. I have read and understand the notes to, and the contents of, this certificate.
2. I understand that the accompanying tender and any other tender shall be disqualified in the event that I, including a Joint Venture partner participate in more than 1 (one) tender.

Signed:……..……Date:……..……

Name:……Position……

Bidder:……..……

FORM A18: SPECIFIC GOALS POINTS CLAIM FORM

This form contains general information and serves as a claim for preference points for specific goals Contribution. SANRAL will award preference points to companies who provide valid proof of evidence of as per the table below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000.

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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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable. Despite the stipulated preference point system, SANRAL shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

1.3 Preference points for this bid shall be awarded for:

(a) Price;

(b) B-BBEE Status Level of Contribution.

(c) Any other specific goal determined in SANRAL.

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

	POINTS
PRICE	**80**
B-BBEE STATUS LEVEL OF CONTRIBUTOR	**20**
Total points for Price and Specific Goals must not exceed	**100**

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

1.6 The purchaser 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 preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

(b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(c) "**B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ

of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

(e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(f) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(g) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents;

(h) **"Price"** includes all applicable taxes less all unconditional discounts.

(i) **"Proof of B-BBEE Status Level of Contributor"** means:

1) B-BBBEE status level certificate issued by an unauthorised 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.

(j) **"QSE"** means a Qualifying Small Enterprise in terms of a Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(k) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.

(l) **"Specific goals"** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by SANRAL to be given preference in allocation of procurement contracts in line with section 2(1) of the PPPFA.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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 comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

3.2 The table below indicates the required proof of B-BBEE status depending on the category of enterprises:

Enterprise	B-BBEE Certificate & Sworn Affidavit
Large	Certificate issued by SANAS accredited verification agency
QSE	Certificate issued by SANAS accredited verification agency Sworn-Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn- affidavits must substantially comply with the format that can be obtained on the DTI's website at www.dti.gov.za/economic_empowerment/bee_codes.jsp.]

EME[1]	Sworn-Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard

3.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.

3.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

3.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

3.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

3.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

4. BID DECLARATION

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

5. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 6.1

5.1 B-BBEE Status Level of Contribution: . = ……(maximum of 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6. SUB-CONTRACTING

6.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	

6.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%
ii) The name of the sub-contractor.....
iii) The B-BBEE status level of the sub-contractor.....
iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	

v) Specify, by ticking the appropriate box, if subcontracting with any of the enterprises below:

	Designated Group: An EME or QSE which is at last 51% owned by:	**EME √**	**QSE √**

	Black people		
	Black people who are youth		
	Black people who are women		
	Black people with disabilities		
	Black people living in rural or underdeveloped areas or townships		
	Cooperative owned by black people		
	Black people who are military veterans		
	OR		
	Any EME		
	Any QSE		

7. **DECLARATION WITH REGARD TO COMPANY/FIRM**

7.1 Name of company/firm:……

7.2 VAT registration number:……

7.3 Company registration number:……

7.4 **TYPE OF COMPANY/ FIRM**

- ϒ Partnership/Joint Venture / Consortium
- ϒ One person business/sole propriety
- ϒ Close corporation
- ϒ Company
- ϒ (Pty) Limited

[TICK APPLICABLE BOX]

7.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

……
……..

7.6 **COMPANY CLASSIFICATION**

- ϒ Manufacturer
- ϒ Supplier
- ϒ Professional service provider
- ϒ Other service providers, e.g. transporter, etc.

[*TICK APPLICABLE BOX*]

7.7 Total number of years the company/firm has been in business:……

7.8 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-BBEE status level of contribution indicated in paragraphs 4.1 and 6.1 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 paragraph 4.1 and 6.1, 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) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, SANRAL reserves the right to penalise the bidder up to 10 percent of the value of the contract;

(e) 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

(f) forward the matter for criminal prosecution.

WITNESSES 1. …….. 2. …….	…… SIGNATURE(S) OF BIDDERS(S) DATE: …… …..

Signed:……..Date:……..

Name:……Position…….

Bidder:……..

FORM A19 (SBD6.2): DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FORDESIGNATED SECTORS (INCORPORATING SBD6.2) (NOT APPLICABLE)

BID NUMBER: SANRAL 2025/26/0051 THE PROVISION OF SECURITY SERVICES AT SANRAL WESTERN CAPE PROVINCIAL OFFICE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Note to Bidder:

1. This will be a condition of contract.

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

1.1. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.2. A person awarded a contract in relation to a designated sector may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.3. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:

LC = [1 - x / y] * 100

Where:
x is the imported content in Rand
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

1.6 A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule – Form A3.6) are not submitted as part of the bid documentation.

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows: NOT APPLICABLE.

Description of services, works or goods	Stipulated minimum threshold

2. Does any portion of the services, works or goods offered have any imported content?

YES		NO		*Tick applicable box*

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on **.**

The relevant rates of exchange information is accessible on https://www.resbank.co.za**.**

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

3. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION (NOT APPLICABLE)

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. BID NUMBER: SANRAL 2025/26/0051 THE PROVISION OF SECURITY VICES AT SANRAL WESTERN CAPE PROVINCIAL OFFICE FOR A PERIOD OF THIRTY-SIX (36) THS.

ISSUED BY: South African National Roads Agency SOC Limited

.....

N.B.:

1. The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2. Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned ..... (full names),

do hereby declare, in my capacity as .....

of ..... (name of bidder entity)
the following:

(a) the facts contained herein are within my own personal knowledge;

(b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

(c) the local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declarations D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 2 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentage for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declarations D and E.

d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority/Institution restricting the Bidder from tendering.

SIGNATURE: .....

DATE: .....

WITNESS No. 1: .....

WITNESS No. 2: .....

FORM A20: LOCAL CONTENT DECLARATION: SUMMARY SCHEDULE (ANNEXURE C) (NOT APPLICABLE)

BID NUMBER: SANRAL 2025/26/0051 - THE PROVISION OF SECURITY SERVICES AT SANRAL WESTERN CAPE PROVINCIAL OFFICE FOR A PERIOD OF 36 MONTHS.

Note to Bidder:
This will be a condition of contract.

C1	Tender No.:									**Note: VAT to be excluded from all calculations**
C2	Tender Description:									
C3	Designated Product(s):									
C4	Tender Authority:									
C5	Tendering Entity Name:									
C6	Tender Exchange Rate:	Pula	P	EU	€	GBP	£	OTHER (specify)		

		Calculation of Local Content						**Tender Summary**			
Tender Item No's	**List of Items**	**Tender Price Each (Excl. VAT)**	**Exempted Imported Value**	**Tender Value Net of Exempted Imported Content**	**Imported Value**	**Local Value**	**Local Content % (Per Item)**	**Tender Qty**	**Total Tender Value**	**Total Exempted Imported Content**	**Total Imported Content**
❖		*(C10)*	*(C11)*	*(C12)*	*(C13)*	*(C14)*	*(C15)*	*(C16)*	*(C17)*	*(C18)*	*(C19)*

(C20) Total Tender Value	R	
(C21) Total Exempt Imported Content		R
(C22) Total Tender value net of exempt imported content		R
(C23) Total Imported Content		R
(C24) Total Local Content		R
(C25) Average Local Content % of tender		%

Signature of Bidder from Annexure B: (SANS 1286.2017) _____

Date: _____

ANNEXURE D: IMPORTED CONTENT DECLARATION - SUPPORTING SCHEDULE TO ANNEXURE C (NOT APPLICABLE).

(D1)	Tender No.:							**Note: VAT to be excluded from all calculations**
(D2)	Tender Description:							
(D3)	Designated Product(s):							
(D4)	Tender Authority:							
(D5)	Tendering Entity Name:							
(D6)	Tender Exchange Rate:	Pula	P	EU	€	GBP	£	

A. Exempted imported content				**Calculation of imported content**						**Summary**	
Tender item No's	**Description of imported content**	**Local Supplier**	**Overseas Supplier**	**Foreign currency value as per Commercial Invoice**	**Tender Exchange Rate**	**Local value of imports**	**Freight costs to port of entry**	**All locally incurred landing costs & duties**	**Total landed cost excl. VAT**	**Tender Qty**	**Exempted imported value**
(D7)	*(D8)*	*(D9)*	*(D10)*	*(D11)*	*(D12)*	*(D13)*	*(D14)*	*(D15)*	*(D16)*	*(D17)*	*(D18)*
								(D19) Total exempt imported value			R0
								This total must correspond with Annex C - C 21			

B. Imported directly by the Bidder				**Calculation of imported content**		**Summary**				
Description of imported content	**Local Supplier**	**Overseas Supplier**	**Foreign currency value as per Commercial Invoice**	**Tender Exchange Rate**	**Local value of imports**	**Freight costs to port of entry**	**All locally incurred landing costs & duties**	**Total landed cost excl. VAT**	**Tender Qty**	**Exempted imported value**
(D34)	*(D35)*	*(D36)*	*(D37)*	*(D38)*	*(D39)*	*(D40)*	*(D41)*	*(D42)*	*(D43)*	*(D44)*
							(D45) Total imported value by 3rd party			R0

C. Imported by a 3rd party and supplied to the Bidder				**Calculation of imported content**						**Summary**	
Description of	**Unit of measure**	**Local supplier**	**Overseas Suppl**	**Foreign curren**	**Tender Rate**	**Local val**	**Freigh**	**All locally**	**Total landed**	**Quantity imp**	**Total imported**

imported content			**ier**	**cy value as per Commercial Invoice**	**of Exchange**	**ue of imports**	**t costs to port of entry**	**incurred landing costs & duties**	**cost excl. VAT**	**orted**	**value**
(D33)	*(D34)*	*(D35)*	*(D36)*	*(D37)*	*(D38)*	*(D39)*	*(D40)*	*(D41)*	*(D42)*	*(D43)*	*(D44)*

(D45) Total imported value by 3rd party	R 0

D. Other foreign currency payments

Calculation of foreign currency payments					**Summary of payments**
Type of payment	**Local supplier making the payment**	**Overseas beneficiary**	**Foreign currency value paid**	**Tender Rate of Exchange**	**Local value of payments**
(D46)	*(D47)*	*(D48)*	*(D49)*	*(D50)*	*(D51)*

(D52) Total of foreign currency payments declared by Bidder and/or 3rd party	R 0

Signature of Bidder from Annexure B:
(SATS 1286.2011) _____

(D53) Total of imported content & foreign currency payments - *(D32), (D45) & (D52)* above	**R 0**

This total must correspond with Annex C - C 23

Date : _____

ANNEXURE E: IMPORTED CONTENT DECLARATION - SUPPORTING SCHEDULE TO ANNEXURE C (NOT APPLICABLE).

(E1)	Tender No.:		**Note: VAT to be excluded from all calculation**
(E2)	Tender Description:		
(E3)	Designated Product(s):		
(E4)	Tender Authority:		
(E5)	Tendering Entity Name:		

Local Products (Goods, Services and Works)	**Description of items purchased**	**Local suppliers**	**Value**
	(E6)	*(E7)*	*(E8)*
	***(E9)* Total local products (Goods, Services and Works)**		R 0

(E10)	**Manpower costs**	(Bidder's manpower cost)	R 0
(E11)	**Factory overheads**	(Rental, depreciation & amortisation, utility costs, consumables etc.)	R 0
(E12)	**Administration overheads and mark-up**	(Marketing, insurance, financing, interest etc.)	R 0
		***(E13)* Total local content**	R 0
		This total must correspond with Annex C - C24	

Signature of Bidder from Annexure B:
(SATS 1286:2011) _____

Date: _____

FORM B1: BIDDER'S YEARS OF EXPERIENCE AND CLIENT REFERENCES

Bidder must submit a list of contracts relevant/similar to this tender scope of work, starting with its first awarded contract. Client references to be supported by the attachment of reference letters of not more than ten (10) letters. The reference letters must include the name of the client, the client contact person and contact details, the services rendered, the number of security staff deployed, the contract value and contract duration. For on-going projects, bidders are requested to indicate when the contract will end.

Client Name	Client Contact Person	Client Contact Details: Email & Phone Number	Services Rendered	Number of Staff	Contract Value (Incl. VAT)	Start Date – End Date

Signed:……..Date:……..

Name:……Position……

Bidder:……

FORM B2: BIDDER'S DIRECTORS' COMBINED YEARS OF EXPERIENCE

Bidder shall indicate its Directors' combined years of experience supported by the attachment of their CVs with contactable references.

Name of Director	Years of Experience
Combined years of experience	

Signed:……..Date:……..

Name:……Position……

Bidder:……..……

FORM B3: BIDDER CONFIRMATION OF PROVINCE IN WHICH PRINCIPAL OFFICE IS LOCATED

Bidders must indicate the province of their primary office; and not more than two other provinces where they have existing offices.

Province	Primary Office – Mark with X	Two other Provinces - Mark with X
Limpopo Province		
Mpumalanga Province		
Eastern Cape Province		
North-West Province		
Western Cape Province		
Western Cape Province		
Northern Cape Province		
Free State Province		
Gauteng Province		

The Bidder shall provide proof of its registered address for the province(s) indicated above, covering the twelve (12) months preceding the advertisement date of the RFT. The proof of address can include; a property ownership registration certificate, lease agreement, municipal statement, or any other form of acceptable proof of address. The proof submitted must correlate with the information reflected on the Companies and Intellectual Property Commission (CIPC) and the Central Supplier Database (CSD) for the same period.

The Employer will verify the address details against the CIPC and CSD records to confirm the Bidder's area (province) of operations and the currency of the address provided.

In instances where no correlation is found between the proof submitted and the information reflected on the CIPC or CSD, the Employer shall, for purposes of determining the Bidder's area of operation, rely on the most recent address on record that is older than twelve (12) months as reflected on either the CIPC or CSD.

Signed……..…….……...Date……..…

Name…….……Position…….……

Bidder……..……

FORM B4.1: REGISTRATION WITH CIPC

The Bidder shall provide a pdf copy of the Active CIPC Registration document. Bidders must also proof that they are in good standing by attaching a copy of the disclosure document

Complete the following details of his registration with the CIPC.

Company Name:

CIPC Registration Number:

In the case of a Joint Venture (JV), a separate form is to be completed and submitted by each JV member

Signed:……..……Date:……..……..

Name:…….……Position…….

Bidder:……..……

FORM B5: BIDDER'S TOTAL NUMBER OF EXISTING EMPLOYED SECURITY STAFF

Bidder shall provide the total number of its existing employed security staff deployed for current security contracts. The PSIRA staff list is to be attached as supporting evidence.

Province	Number of Security Staff Employed
Total Number	

Signed:……..……Date:……..……..

Name:…….……Position…….

Bidder:……..……

FORM B6: BIDDER'S OPERATIONAL OFFICE/CONTROL CENTRE WITHIN THE VICINITY OF THE SANRAL WESTERN CAPE OFFICE

The Bidder shall provide the details of its operational office/control centre within the vicinity of the SANRAL Western Cape Office.

The bidder must have an operational office or a control centre in the Western Cape Province. Please submit documentary proof indicating physical address such as:

- Property ownership registration certificate
- Valid lease agreement
- Municipal statement (Utility bill) not older than 3 months • Valid Lease Agreement/invoices.

Location of operational office/control centre……..…….……....…

Physical Address…….……

Contact Person and Contact Number…….……

Signed……..…….……..Date……..…

Name…….……..……Position…….……

Bidder……...……

FORM C: QUOTATION FORM/PRICE SCHEDULE

C.1 Contractual security services rate card

Description	Quantity	Daily Rate	Monthly Rate	Total Year 1	Daily Rate	Monthly Rate	Total Year 2	Daily Rate	Monthly Rate	Total Year 3
Security officers										
Grade A Security Officer - Day shift Mon - Fri	1									
Grade B Security Officer - Day shift Mon - Sun	1									
Grade B Security Officer - Night shift Mon - Sun	1									
Grade C Security Officer - Day shift Mon - Sun	2									
Grade C Security Officer - Day shift Mon - Fri	1									
Grade C Security Officer - Night shift Mon - Sun	2									
Equipment										
Push to talk hand radios	4									
Base radio	1									
Electronic security patrol system	1									
Sub-total (Excl. VAT)										
VAT 15% of Subtotal										
Total Offers (Incl. VAT)										

C.2 Security Officer cost breakdown indicating how the above pricing was calculated

Security Officer	Monthly Salary (Includes reliever portion)	Staff Benefits	Statutory Fees	Overheads /Mark-up Costs	Total Costs Excl VAT	Total Costs Incl VAT
Grade C						
Grade B						
Grade A						

C.3 Ad hoc security services as and when needed (non-contractual)

Description	Quantity	Shift Duration	Shift Cost Excl VAT	Shift Cost Incl VAT	Shift Duration	Shift Cost Excl VAT	Shift Cost Incl VAT	Note to Bidders
Grade C Security Officer	1	6 hours			12 hours			The shift costs to include the cost of manpower, vehicle and any other applicable deployment costs.
Armed Security Officer	1	6 hours			12 hours			
Security patrol/response vehicle with 2-armed Security Officers	1	6 hours			12 hours			
Riot tactical security response team	5	6 hours			12 hours			
Riot tactical security response team	10	6 hours			12 hours			

Signed:.....Date:.....

Name:.....Position.....

Bidder:.....