RFP NUMBER:	RFP/SASSETA/26271101
DESCRIPTION:	Appointment of a physical security company from the date of appointment until 2030
PUBLISH DATE:	19 November 2026
CLOSING DATE:	11 December 2026
CLOSING TIME:	11h00am
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE SUBMITTED ELECTRONICALLY ONLY	Proposals to be submitted electronically via email to (security@sasseta.org.za) Quoting the reference (RFP/SASSETA/26271101
ATTENTION:	Ms. Kholo Leshabane
The email address security@sasseta.org.za is for the submission of the tender proposals and will only be accessed by SASSETA after the tender closing date and time. Queries related to this tender are to be sent to scm02@sasseta.org.za.	

NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.

If you receive any suspicious calls asking for payment to secure an award of a bid or the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all the pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.3)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. CV Template (Annexure B)

NB.: Bidders are required to return the SASSETA attached StandardBidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004, and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

1.2.1 There will be no briefing session for this Request for Proposal

1.3 CLARIFICATIONS/QUERIES

1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms. Kholo Leshabane** at scm02@sasseta.org.za by 12h00 on the **02 December 2026.** The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted**.

1.4 SUBMITTING BIDS

1.4.1 Proposals to be submitted electronically only via email to: security@sasseta.org.za (**maximum size of the email 30MB)**

1.4.1.1 Bidders are advised to compress their email submission(s) to a maximum of 30MB file/folder**. Any submission(s) exceeding 30MB will be automatically rejected by the server**.

1.4.1.2 **Submission(s) can be made through email and WeTransfer. Bidders are advised NOT to set an expiry date on the submission(s) made.** If a Bidder's response is found to have expired during the evaluation period, it will be considered non-responsive. Bidders who chose to submit via WeTransfer are encouraged to ensure that they have a license for the platform as without it, the submission will automatically expire within seven (7) days.

1.4.1.3 Bidders must not submit their responses via **Google Drive or any other method** that will compel SASSETA to request access and/or create an email address out of SASSETA's domain (sasseta.org.za). Such responses will be considered non-responsive.

1.4.1.4 Bidders are advised to double check their submission(s) before responding to the bid.

1.5 Closing date and time **11 December 2026 @11h00am**

1.6 LATE BIDS

1.6.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

1.7 NEGOTIATION

1.7.1 SASSETA has the right to enter into a negotiation with a prospective service provider. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.8 REASONS FOR REJECTION

1.8.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.

1.8.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of itsdirectors:

1.8.2.1 have abused the Supply Chain Management systems of SASSETA.

1.8.2.2 have committed proven fraud or any other improper conduct in relation to such systems.

1.8.2.3 have failed to perform on any previous contract and the proof exists.

1.8.2.4 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1 INTRODUCTION AND BACKGROUND

2.1.1 Safety and Security Sector Education and Training Authority (SASSETA) was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

2.2 PURPOSE

2.2.1 SASSETA requires a suitable and experienced service provider to provide comprehensive physical security services, including the supply, implementation, maintenance and support of an electronic visitor management and biometric access control solution, from the date of appointment until 31 March 2030.

2.3 SCOPE OF WORK

2.3.1 The service provider shall be responsible, for the provision, maintenance and replacement of all necessary equipment, tools of trade and resources required for the effective delivery of required services, as specified in these Terms of Reference, for the duration of the contract.

2.3.2 The service provider will be expected to deliver the following services:

2.3.2.1 **Weekday (Day Shift)-** Monday to Friday (06h00 to 18h00) - two (2) X Security Officers: 1X Grade A Officer to discharge firearms and to be assisted by 1X Grade C Officers to (receive/scan Visitors' and manage the Visitors' register, monitoring of CCTV and foot patrolling)

2.3.2.2 **Week (Night Shift) -** Monday to Friday (18h00 to 06h00)- Two (2) X Security Officers: 1X Grade B and 1X Grade C.

2.3.2.3 **Weekend/holidays (Day Shift) -** Saturday and Sunday (06h00 to 18h00)- Two (2) Security Officers: (1X Grade B and 1X Grade C).

2.3.2.4 **Weekend/holidays (Night Shift) –** Saturday and Sunday (18h00 to 06h00)- Two (2) Security Officers: (1X Grade B and 1X Grade C).

2.3.2.5 Each Security Officer must have the necessary equipment for the provision of the service (e.g., Batons, Handcuffs, Necessary communication devices, Body Armour at least at night shift, rechargeable flashlight at night shift, Pepper spray, Handheld metal detector, etc.).

2.3.2.6 Provide security officers that are qualified to professionally conduct:

- Firearm discharge process, CCTV monitoring and supervision (Grade and Grade B)
- Operate the security scanners (Grade C)
- Operate the attendance register system (Grade C)
- Frequent security checks (Grade C) on the stakeholders coming in and out of the building, and to perform patrols outside the building.

2.3.3 Provide security officers with professional security guard dress code
2.3.4 as well as name tags.
2.3.5 Provide 24-hour armed response for SASSETA offices for the duration of the contract. SASSETA will procure the alarm system through a separate tender.
2.3.6 The service provider is expected to have their own armed response capability or a formal agreement with an accredited armed response service provider. The armed response team must be capable of arriving at SASSETA premises within five (5) minutes of an alarm being triggered, subject to operational conditions.
2.3.7 The service provider shall provide a detailed methodology (operational plan) to deliver the assignment.
2.3.8 The service provider shall have the capacity to manage employee register, visitors register, and assets declaration register.
2.3.9 The bidder shall have Grade A, B and C officers to deploy on site as required.
2.3.10 The service provider to ensure that all security officers are members of a provident fund for the duration of the contract.
2.3.11 Salaries must be in accordance with PSIRA rates for the duration of the contract.
2.3.12 Should an incident happen in SASSETA premises, service provider shall prepare and submit a report immediately, but not later than twelve (12) hours, to SASSETA.
2.3.13 Rotation of security guards twice a year (after every six months).
2.3.14 Rotation of supervisors of the security guards once a year.
2.3.15 Cloud Electronic Visitor Management and Biometric Access Control Solution as per the specifications below:

No.	Area	Proposed specification requirement
2.3.15.1	Visitor Registration	Electronic self-service registration using a tablet, kiosk or equivalent device, capturing visitor details, photograph and host information.
2.3.15.2	Facial Recognition	Capability to recognise returning registered visitors.
2.3.15.3	Visitor Approval and Access Control	A dashboard enabling authorised personnel to approve or reject visitor access requests
2.3.15.4	Notifications	Automated notifications to reception or designated hosts upon visitor arrival.
2.3.15.5	Visitor Records and Reporting	Electronic visitor register capturing arrival and departure times, host details, visit purpose and approval status, with reporting and export capabilities.
2.3.15.6	User Access Management	Role-based access controls for reception, security personnel, management and ICT administrators.
2.3.15.7	Audit Trails	Maintain audit logs of visitor registrations, approvals, rejections, access events and administrative changes.
2.3.15.8	Cybersecurity	Encryption, secure authentication, software updates, vulnerability management and controlled remote access.
2.3.15.9	Data Protection and POPIA Compliance	Compliance with POPIA, including appropriate processing of biometric data, privacy notices, retention periods and secure disposal.
2.3.15.10	System Hosting and Integration	The service provider will be responsible for hosting the solution (IaaS).
2.3.15.11	Business Continuity	Provide alternative visitor registration and access procedures

		during internet outages, power failures or system downtime, without compromising emergency evacuation.
2.3.15.12	Technical Support and Maintenance	Provide an SLA covering system availability, technical support, fault resolution, software updates and equipment replacement.
2.3.15.13	Data Portability and Contract Exit	Visitor data shall remain under SASSETA's control, with secure data export and transition arrangements upon contract expiry or termination.

2.4 PROVISION OF CONTIGENCY PLAN FOR LABOUR UNREST AND STRIKES ON SITE:

2.4.1 When the security service is interrupted or temporarily deferred because of any labour unrest, labour disputes, civilian disorder, a local or national disaster or any other cause, the service provider must ensure the activation and implementation of contingency plans until full and normal service is restored. The service provider must ensure that the company responds to the emergency situation in less than one (1) hour.

2.4.2 NB: The prospective bidder is required to provide a comprehensive contingency plan to illustrate how it would ensure the safeguarding of the SASSETA facilities and employees in the event of/or any labour unrest and strikes by either security officers or employees of the SASSETA.

2.4.3 The security services to be rendered at the SASSETA Offices, currently situated at Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, Johannesburg, 2090.

2.5 MANDATORY REQUIREMENTS

2.5.1 The bidding company/ close corporation/ partnership should be registered in terms of Section 20 of the PSIRA Act 2001 (Act 56 of 2001). **Valid copies of the bidding company** /close corporation/ partnership **registration must be submitted. Failure to submit the registration document will disqualify a bidder's submission.**

2.5.2 The prospective service provider's rates and costs (as stipulated on SBD 3.3) for deployed security officers must be in line with the minimum PSIRA requirements. **Costs that are not in line with the minimum PSIRA requirements will be disqualified from further evaluation.**

2.5.3 Prospective Bidding Company must submit a valid letter indicating that their provident fund is in order. This correspondence must be valid at the bid closure date. The service provider may also be required to submit a valid original or copy of the letter of good standing at any given time during for the duration of the contract. **Valid copies of the certificate must be submitted. Failure to submit the document will disqualify a bidder's submission.**

2.5.4 All security officers supplied by the company/close corporation/partnership must be trained to the standards set out and regulated by PSIRA and by a training centre accredited by PSIRA**.** A minimum of eight (8) valid PSIRA security officers' certificates to be deployed to SASSETA (including relievers) must be submitted as follows:

- Two (2) grade A valid PSIRA certificates
- Two (2) grade B valid PSIRA certificates
- Four (4) grade C valid PSIRA certificates

Bidders are required to provide the names and certificates of the security officers as required on SBD 3.1.

2.5.5 The bidding company to submit two (2) CV templates (annexure B) of project team supervisor's (Grade A PSIRA certificate). **Failure to submit this annexure Bs and a valid PSIRA certificate will disqualify a bidder's submission).** Bidders must identify who will undertake the two roles mentioned above (Team supervisor and Security personnel).

2.5.6 Security Companies whose payroll is R500 000,00 and above are expected to be paying their Skills Development Levies to SASSETA. Bidders are required to indicate their Levy-number with this bid. It is a requirement that levies have been paid and are up to date by the closing date of this tender. Bidders who do not comply to this requirement will be automatically disqualified from the evaluation process.

2.6 SKILLS AND EXPERIENCE OF THE BIDDING COMPANY AND THE TEAM MEMBERS PROPOSED ON THE ASSIGNMENT

The bidder should demonstrate the following skills and experience.

2.6.1 The bidding company to demonstrate a minimum of four (4) assignments in the provision of physical security service backed by four (4) signed reference letters for each completed project on letterhead of different clients where security services were rendered for 150 stakeholders and above.

2.6.2 The bidding company to demonstrate a minimum of two (2) assignments in the implementation, maintenance and support of electronic visitor management and biometric access control solutions, a minimum of two (2) reference letters from different clients where similar solutions have been successfully implemented to be submitted.

2.6.3 The bidding company to submit a CV template (annexure B) of project team supervisors demonstrating a minimum of four (4) assignments each in supervising a team of security officers.

2.7 TIMEFRAMES FOR DELIVERY OF THE WORK

2.7.1 The term of contract will be from **the date of appointment until 31 March 2030**.

2.7.2 As and when there are any replacements of the proposed team members, the grade levels are to be kept as per SASSETA's requirements above.

2.8 PRICING

2.8.1 Applicable fees should be inclusive of all legislated costs applicable and VAT, and to be recorded on SBD 3.3.

2.8.2 Bidders are reminded that SASSETA will award the bid based on bidder's

total project cost. The bidder must ensure delivery of the project within the required timeframes stipulated in the terms of reference.

2.8.3 Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:

2.8.3.1 Claim travel mileage costs applicable to this contract as per the Department of Transport rates
2.8.3.2 Book only economy-class flights
2.8.3.3 Book Group A hire cars, otherwise Group B are to be used following SASSETA's approval
2.8.3.4 Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle
2.8.3.5 services when traveling to and from the airport.
2.8.3.6 Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ per night per person (including dinner, breakfast, and parking).
2.8.3.7 Submit all applicable invoices/receipts for the travel undertaken and also, a google map of the trip where travel by private car was undertaken for payment.
2.8.3.8 All travel to be approved by SASSETA before being undertaken

2.9 ACCOUNTABILITY AND REPORTING

2.9.1 The service provider will report directly to the Auxiliary Practitioner for the duration of the assignment.

2.10 MINIMUM WAGE

2.10.1 The prospective service provider is required to pay the security officers deployed to this contract the minimum monthly salary as prescribed by legislation and PSIRA requirements.

2.10.2 SASSETA will check salaries paid to Security Officer from time to time. Bidders must be willing to ensure a transparent payment process for the duration of the contract.

2.11 INTELLECTUAL PROPERTY

2.11.1 The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

2.12 PROTECTION OF PERSONAL INFORMATION ACT

2.12.1 All Service Providers are to take note of the implications of POPIA act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

2.12.2 All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable evaluation of this bid.

2.12.3 The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management Policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.

2.12.4 SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.

2.12.5 SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

3. PROPOSED SELECTION CRITERIA

3.1 Compliance with minimum requirements

3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

3.1.2 **Conditions for selection/short listing**

3.1.3 All submissions will be evaluated as follows:

3.1.3.1 **Phase 1 – Mandatory items**

Service Providers must:

- The bidding company/ close corporation/ partnership should be registered in terms of Section 20 of the PSIRA Act 2001 (Act 56 of 2001). **Valid copies of the bidding company** /close corporation/ partnership **registration must be submitted. Failure to submit the registration document will disqualify a bidder's submission.**
- **The** prospective service provider's rates and costs (as stipulated on SBD 3.3) for deployed security officers must be in line with the minimum PSIRA requirements. **Costs that are not in line with the minimum PSIRA requirements will be disqualified from further evaluation.**
- Prospective Bidding Company must submit a valid letter indicating that their provident fund is in order. This correspondence must be valid at the bid closure date. The service provider may also be required to submit a valid original or copy of the letter of good standing at any given time during for the duration of the contract. **Valid copies of the certificate must be submitted. Failure to submit the document will disqualify a bidder's submission.**
- All security officers supplied by the company/close corporation/partnership must be trained to the standards set out and regulated by PSIRA and by a training centre accredited by PSIRA**.**
- A minimum of eight (8) valid PSIRA security officers' certificates to be deployed to SASSETA (including relievers) must be submitted as follows:
- Two (2) grade A valid PSIRA certificates
- Two (2) grade B valid PSIRA certificates
- Four (4) grade C valid PSIRA certificates
- Bidders are required to provide the names and certificates of the security officers on the provided Annexure B.
- The bidding company to submit two (2) CV templates (annexure B) of project team supervisor's (Grade A PSIRA certificate). Failure to submit this annexure Bs and a valid PSIRA certificate will disqualify a bidder's submission).
- NB.: Bidders must identify who will undertake the two roles mentioned above (Team supervisor and Security personnel). Failure to submit the required certificate will lead to automatically disqualification.

- Security Companies whose payroll is R500 000,00 and above are expected to be paying their Skills Development Levies to SASSETA. Bidders are required to indicate their Levy-number with this bid. It is a requirement that levies have been paid and are up to date by the closing date of this tender. Bidders who do not comply to this requirement will be automatically disqualified from the evaluation process.

- Bidders are to complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD 1, SBD 3.3, SBD 4, SBD 6.1.

- Initial each page of the General Condition of Contract (Annexure A) and submit with your proposal.

I**mportant Note:** Non-compliance with the above mandatory requirements will lead to a disqualification at phase 1 of mandatory evaluation.

3.1.3.2 **Phase 2 – Functionality evaluation**

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements in the table below and rated on a scale of 0 to 2:
  0: No documents submitted
  1: Satisfactory should be adequate for stated element
  2: Exceptional mastery of the requirement should ensure extremely effective performance.

Element	Functionality Evaluation		Functionality Weight	Total Score
The bidding company to demonstrate a minimum of four (4) assignments in the provision of physical security service backed by four (4) signed reference letters for each project on letterhead of different clients where security services were rendered for 150 stakeholders and above. **(25 points).**	**0**	The bidding Company did not submit or submitted less than four (4) signed reference letters from different clients on the provision of physical security services for 150 stakeholders and above.	**40**	
	1	The bidding Company submitted four (4) signed reference letters from different clients confirming provision of physical security service for all projects on letterhead of different clients for 150 stakeholders and above.		
	2	The bidding Company submitted five (5) or more signed reference letters confirming provision of physical security service from different clients for all projects on letterhead of client for 150 stakeholders and above.		
The bidding company to demonstrate a minimum of two (2) assignments in the implementation, maintenance and support of electronic visitor management and biometric access control solutions from different clients. A minimum of two (2) signed reference letters where similar solutions have been successfully implemented to be submitted. **(30- points).**	**0**	The bidding company did not submit or submitted one reference letter for the implementation, maintenance and support of electronic visitor management and biometric access control solutions from different clients.	**30**	
	1	The bidding company submitted two (2) reference letters demonstrating the implementation, maintenance and support of electronic visitor management and biometric access control solutions from different clients where similar solutions have been successfully implemented.		
	2	The bidding company submitted three (3) or more reference letters demonstrating the implementation, maintenance and support of electronic visitor management and biometric access control solutions from different clients where similar solutions have been successfully implemented.		
The bidding company to submit the CV template (annexure B) of project team supervisors demonstrating a minimum of four (4) assignments each in supervising a team of security officers. **(30 points).**	**0**	The bidding company did not submit the CV template (annexure B) of project team supervisors or the submitted CV template (Annexure B) demonstrating less than four (4) assignments each in supervising a team of security officers.	**30**	
	1	The bidding company submitted the template (annexure B) of project team supervisors demonstrating four (4) assignments each in		

		supervising a team of security officers.		
	2	The bidding company submitted the template (annexure B) of project team supervisors demonstrating five (5) or more assignments each in supervising a team of security officers.		
Total			**100**	

Bidders must meet a minimum functionality point of 75% in order for them to be shortlisted for Phase 3 of this selection process. Bidders who score less than 75% for functionality will be eliminated from further evaluation.

2.1.1.1 Phase 3 – Due Diligence – (Presentation/Site Visit)

Bidders who score 75% and above for functionality will be shortlisted for phase 3 of the evaluation process which will take place at the bidders offices and one site where the required services are rendered. Date and time to be confirmed with shortlisted bidder(s). Bidders are to make necessary arrangements to ensure that the proposed sites are available for the site visit.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT
Suitability of the proposed submission	**Rating out of 1**	**Evaluation criteria**	
SASSETA will travel to the offices of the shortlisted bidders to confirm that the bidders have sufficient resources and capacity (e.g., offices, computer equipment, Batons, Handcuffs, Necessary communication devices, Body Armour, rechargeable flashlight, Pepper spray, Handheld metal detector, etc.) to service the SASSETA contract. **(50 points).**	0	Bidder does not have sufficient resources and capacity to service the SASSETA contract.	50%
	1	The bidder has sufficient resources and capacity to service the SASSETA contract.	
SASSETA to travel to one site where the bidder has a contract currently to confirm: • whether the security officers are on duty with required tools of trade • whether the facial biometric system is operational **(50 points)**.	0	• Bidder does not have site where a contract is currently in place and the security officers on duty do not have the required tools of trade. • Bidder does not have a facial biometric system that is operational.	50%
	1	• Bidder has a contract currently at a site and the security officers are on duty with required tools of trade. • Bidder has a facial biometric system that is operational.	

Bidders need to obtain a score of 100% for them to be evaluated further. Bidders who do not meet the 100% requirement will be disqualified from further evaluation.

2.1.1.2 Phase 4 – Price and Specific Goals

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific Goals	20
TOTAL FOR PRICE AND PREFERENCE	**100**

2.1.1.3 ADJUDICATION OF BID

2.1.1.3.1 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**RFP/SASSETA/26271101**	CLOSING DATE:	**11 December 2026**	CLOSING TIME:	**11h00am**
DESCRIPTION	**Appointment of a physical security company from the date of appointment until 2030**				

PROPOSALS TO BE EMAILED:
Proposals to be submitted electronically via email to security@sasseta.org.za for the attention of **Ms. Kholo Leshabane**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Ms. Kholo Leshabane**	CONTACT PERSON	**Ms. Kholo Leshabane**
E-MAIL ADDRESS	**scm02@sasseta.org.za**	E-MAIL ADDRESS	**scm02@sasseta.org.za**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	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 (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE **GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]

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 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

NAME OF SIGNATORY ……

SIGNATURE OF BIDDER: ……

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……...

PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER: …… BID NO.: **RFP/SASSETA/262711101**

CLOSING TIME: **11: 00** CLOSING DATE: **11 December 2026**

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

Security variable costs:

Item No.	Description	Unit costs (incl. VAT)	Total Monthly cost (incl. VAT)	Total Annual cost (incl. VAT)
#	**DAY SHIFT**			
1.	1X Grade A Security Officer	**R**		
2.	1X Grade C Security Officer	**R**		
#	**NIGHT SHIFT**			
3.	1X Grade B Security Officer	**R**		
4.	1X Grade C Security Officer	**R**		
5.	**Monthly cost for armed response services**	**R**		
Total monthly cost per invoice (Year 1)		**R**		
Total annual cost (Year 1) (01 April 2027 – 31 March 2028)		**R**		

Fixed costs

Item No.	Description	Qty	Unit Price (incl. of VAT)
1.	Once off cost for alarm radio link activation	**1**	**R**
2.	Monthly armed response cost	**1**	**R**

Biometrics System

Item No.	Description	Qty	Unit Price (incl. of VAT)
1.	Once off deployment cost	**1**	**R**
2.	Cloud subscription/license, including hosting (a minimum of 1 TB)	**yearly**	**R**
3.	Vistors registration devices (per device)	**1**	**R**
4.	Integration with access control and any other specify system	**1**	**R**
5.	Training and user manuals	**1**	**R**
6.	Support and maintenance (hourly rate)	**1**	**R**

Total bidding price to include VAT. The total price to be inclusive of all tools of trade. i.e. Batons, Handcuffs, Necessary communication devices, Body armor at least at night shift, Flashlight at night shift, Pepper spray, Handheld metal detector, etc.)

Bidders are to record the names and surnames of the proposed team leaders on this assignment and ensure that comprehensive CVs of these members are attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME **(Bidders to indicate <u>one</u> (1) name per role below. If more than one name recorded per row SASSEATA will evaluate the first one**	IS THE CV ATTACHED *(circle the response below)*	IS THE CERTIFICATE ATTACHED *(circle the response below)*
1.	1 X Team supervisor (Grade A)		Yes/No	Yes/No
2.	1X Team supervisor (Grade A)		Yes/ No	Yes/No
3.	1X Security Officer (Grade B)		N/A	Yes/No
4.	1X Security Officer (Grade B)		N/A	Yes/No
5.	1X Security Officer (Grade C)		N/A	Yes/No
6.	1X Security Officer (Grade C)		N/A	Yes/No
7.	1X Security Officer (Grade C)		N/A	Yes/No
8.	1X Security Officer (Grade C)		N/A	Yes/No

…… **.....……**
Signature **Date**

…… **…….....**
Position **Name of bidder**

(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted) .

1. PURPOSE OF THE FORM

1.1. Any person (natural or juristic) may make an offer 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**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.3 Does the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder have a relationship with any person who is employed by the institution procuring the required goods or services? **YES [ ] NO [ ]**

2.3.1 If YES, complete the details of the relationship with the person employed by the institution procuring the required goods or services in table below.

Name of person in bidder	**Name of person at institution**	**Nature of the relationship**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners have any interest[1] in any other related enterprise / company / trust, whether or not that enterprise / company / trust is bidding[2] for this requirement?
YES [ ] NO [ ]

2.4.1 If YES, complete the details of the related enterprise / company / trust in the table below:

Registering authority	Name of related enterprise / company / trust	Registration number	Description of interest

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid for this requirement, do hereby make the following statements, on behalf of the bidder, that I certify to be true and complete in every respect:

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

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

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

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

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the institution procuring the required goods or services in relation to this procurement process prior to and during the bidding

[1] Includes ‘‘beneficial interest’’ and ‘‘personal financial interest’’ as defined in the Companies Act 71 of 2008
[2] Includes open competitive bidding / limited bidding/ requests for quotations/ requests for proposals/ unsolicited bids

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 INFORMATION PROVIDED IS CORRECT.

I ACCEPT THAT THE INSTITUTION PROCURING THE REQUIRED GOODS OR SERVICES MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME, THE BIDDER AND ANY OF ITS DIRECTORS / TRUSTEES / SHAREHOLDERS / MEMBERS / PARTNERS IF THIS DECLARATION IS FOUND TO BE FALSE.

……	……
Signature	Date
……	……...
Designation	Name of bidder

SBD 6.1

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

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

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

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1. **GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this quotation is the **80/20** preference point system.

a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

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

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

1.5 The maximum points for this quotation are allocated as follows:

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

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

1.7 The organ of state reserves the right to request a bidder, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

3.2.1 In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the quotation.

3.2.2 For the purposes of this quotation, the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid:

Table 1: Specific goals for the bidder and points claimed are indicated per the table below.

***Note to bidders: The Bidder must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this bid	**Number of points allocated (80/20 system)**	**Number of points claimed (80/20 system) (To be completed by the bidder)**
Black People Ownership (100%)	5.00	
Black Women Ownership (>30% blacks)	5.00	
Black Youth Ownership (> 30%)	3.00	
Black People with Disability (PWD) Ownership (at least 20%)	2.00	
The Promotion of South African owned enterprises	5.00	
Total	**20.00**	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm…….

3.4 Company registration number: ……...

3.5 TYPE OF COMPANY/ FIRM

- □ Partnership/Joint Venture / Consortium
- □ One-person business/sole propriety
- □ Close corporation
- □ Public Company
- □ Personal Liability Company
- □ (Pty) Limited
- □ Non-Profit Company
- □ State Owned Company

[TICK APPLICABLE BOX]

3.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the quotation, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;
ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;
(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
(d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
(e) forward the matter for criminal prosecution, if deemed necessary.

……
SIGNATURE(S) OF BIDDER(S)

SURNAME AND NAME: ……..

DATE: ……

ADDRESS: ……

……

……

……

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

1. As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

   a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.

   b) Valid Companies and Intellectual Property Commission (CIPC) Company registration documents

   c) Certified copy/ies of Identity documents of the Company Directors

   d) CSD report

   e) Shareholder Certificates

   f) declaration letter signed by the bidder.

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

……	…….
Signature	**Date**
……	…….....
Position	**Name of bidder**

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIRBIDS:

NO.	DETAILS - Bidders are to set out their bid in the following format:	TICK BY BIDDER
1.	**Part 1:** Completed and signed the invitation to bid document (SBD 1) **To be signed by a duly Authorised Delegate.**	
2.	**Part 2:** Completed and signed pricing schedule (SBD 3.3) **To be signed by a duly Authorised Delegate.**	
3.	**Part 3:** Completed and signed the Bidder's disclosure form (SBD 4). *(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid* to *complete and sign the declaration of interest document).* **To be signed by a duly Authorised Delegate**	
4.	**Part 4:** Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) **To be signed by a duly Authorised Delegate. Not claiming points as per SBD 6.1 will lead to Specific Goals points not awarded**	
5.	**Part 5:** Submitted the General Conditions of Contract (initialed each page)	
6.	**Part 6:** Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
7.	**Part 7:** Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	**Part 8:** The bidding company/ close corporation/ partnership should be registered in terms of Section 20 of the PSIRA Act 2001 (Act 56 of 2001). **Valid copies of the bidding company** /close corporation/ partnership **registration must be submitted. Failure to submit the registration document will disqualify a bidder's submission.**	
9.	**Part 9:** The prospective service provider's rates and costs (as stipulated on SBD 3.3) for deployed security officers must be in line with the minimum PSIRA requirements. **Costs that are not in line with the minimum PSIRA requirements will be disqualified from further evaluation.**	
10.	**Part 10:** Prospective Bidding Company must submit a valid letter indicating that their provident fund is in order. This correspondence must be valid at the bid closure date. The service provider may also be required to submit a valid original or copy of the letter of good standing at any given time during for the duration of the contract. Valid copies of the certificate must be submitted**. Failure to submit the document will disqualify a bidder's submission.**	
11.	**Part 11:** All security officers supplied by the company/close corporation/partnership must be trained to the standards set out and regulated by PSIRA and by a training centre accredited by PSIRA. (Copies of the Grade A, B and C certificates to be attached for all proposed security Officer**. Failure to submit these certificates will disqualify a bidder's submission)**	
12.	**Part 12:** The bidding company to submit two (2) CV templates (annexure B) of project team supervisor's (Grade A PSIRA certificate). **Failure to submit this annexure Bs and a valid PSIRA certificate will disqualify a bidder's submission)**	
13.	**Part 13:** A minimum of eight (8) valid PSIRA security officers' certificates to be deployed to SASSETA (including relievers) must be submitted as follows: ▪ Two (2) grade A valid PSIRA certificates ▪ Two (2) grade B valid PSIRA certificates ▪ Four (4) grade C valid PSIRA certificates ✓ **Bidders are required to provide the names and certificates of the Team on SBD 3.3.** Bidders must identify who will undertake the roles mentioned	

	above	
14.	**Part 14:** Security Companies whose payroll is R500 000,00 and above are expected to be paying their Skills Development Levies to SASSETA. Bidders are required to indicate their Levy-number with this bid. It is a requirement that levies have been paid and are up to date by the closing date of this tender. **Bidders who do not comply to this requirement will be automatically disqualified from the evaluation process.**	
	Part 14: Bidders to submit the following documents. Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT beingawarded.	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.	
	Certified copy/ies of Identity documents of the Company Directors	
	CSD report	