



MBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY

BID NUMBER:	27/2025/2026	CLOSING DATE:	02 JUNE 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	PROVISION OF SECURITY SERVICES AT THULAMELA MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT (STREET ADDRESS

OLD AGRIVEN BUILDING
THOHOYANDOU
0950

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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE	CONTACT PERSON	MR DAVHANA LG
CONTACT PERSON	MUDZILI TP	TELEPHONE NUMBER	015 962 7731
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	
FACSIMILE NUMBER	015 962 7718	E-MAIL ADDRESS	
E-MAIL ADDRESS	mudziliip@thulamela.gov.za		davhanalg@thulamela.gov.za



**PART B
TERMS AND CONDITIONS FOR BIDDING**

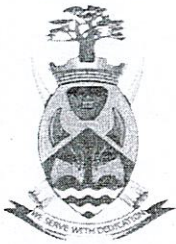
1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> 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 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



THULAMELA MUNICIPALITY

INVITATION TO BID PROVISION OF SECURITY SERVICES AT THULAMELA MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS

Civic Centre,
Old Agriven Building,
Private Bag X5066
Thohoyandou, 0950
Limpopo Province
Tel: (015) 962 7500
Fax: (015) 962 4020
(015) 962 5328

Thulamela Municipality invites prospective service bidders for provision of the following service:

Bid Number	Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
NO: 27/2025/2026	Provision of security services at Thulamela Municipality for a period of three (3) years	R4.00 per page or can be downloaded from e-tender portal (www.thulamela.gov.za) for free	Mr Davhana L.G. (015 962 7731) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system and functionality

Bid documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) as from 30 April 2026 until 02 June 2026, by no later than 11h00 at a non-refundable bid price of R4.00 per page, or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The bidders should also download SCM forms that are found in the SCM-FORMS sub folder on the website and complete as part of the Bid documents

Bidders must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids' closure. The onus is on the bidders to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- Tax Compliance Status Letter or Tax Compliance Pin Number.
- Company registration documents (e.g. CK).
- Proof of registration on Central Supplier Database (CSD).
- Certified copy of partnership or Joint Venture (JV) agreement (if bidders is a partnership or JV)
- Bidders must submit proof that municipal rates and taxes for both the company and its director(s) are not in arrears for more than three (3) months, and such proof must not be older than three (3) months from the date of advertisement. Where the business operates from leased premises, a valid lease agreement must be attached. Where a director does not own property or is renting, a valid lease agreement must also be provided. If the bidder resides or operates in an area where municipal services are not billed, an official signed and stamped letter from the relevant local municipality, not older than three (3) months from the date of advertisement, must be submitted confirming that the area is not subject to municipal billing and that the bidder is formally exempt from municipal service charges.
- List of security services projects for government (national or provincial departments, municipalities, and state-owned companies) completed in the last ten (10) years (from 2016 to 2026) by the company with client's contact details and contract values. (Attach valid and signed appointment letters or purchase orders and testimonial or reference letters).
- Certified ID copies of all directors.
- Valid certificate of accreditation with Private Security Industry Regulatory Authority (PSIRA) for both the company and its director/s.
- Valid company letter of good standing with PSIRA.
- Valid certificate of registration with National Bargaining Council for the Private Security Sector (NBCPSS).
- Valid company letter of good standing with NBCPSS.
- Valid Compensation for Occupational Injuries and Diseases Act (COIDA) certificate issued by the department of labour.
- Clearance certificate issued within the last three (3) months from South African Police Services (SAPS) for both the director/s and supervisor/s. Any one of the director/s and/or supervisors found to be with criminal record will cause the company to be disqualified on this bid.
- Attach proof of liability insurance cover of R10,000,000.00 or above.
- Attach audited or reviewed company annual financial statements for last three (03) years. If the company is required by law to be audited, we need audited annual financial statements for the recent past three (3) years or audited financial statements since the establishment of the company if the company was established during the past three (3) years. If the company is not required by law to be audited, please provide us with a letter from a registered accountant stating that you are not required to be audited and the reasons thereof.
- Valid stamped bank rating letter.
- Summary of minimum wage (provide a summary minimum wage paid to security guards as per grade for a period of three years on company letterhead).
- Proof of registration or certification for 24-hour dedicated communication equipment (two-way radio).
- Company profile.
- Prior appointments, offices bidders who qualify for appointments will be inspected in line with the specification (Office set up, mounted safe, two-way radios, fire-arm licenses, firearms, uniforms).
- Service providers should price their bids in line with NBCPSS rates and Labour laws regulations for this bid.
- The document must be fully priced; any incomplete submissions will be disqualified.
- Prior appointments, bidders who qualify for appointments will be subjected to a screening process by the relevant statutory body in line with the specification. The company, Directors and Supervisors not recommended will be disqualified.

Bidders should note the following: Functionality will be scored out of 100% and the minimum threshold for quality is 70%. Bidders who fail to meet the minimum threshold will not be considered for further evaluation.

Functionality Score Table:

EVALUATION CRITERIA	POINTS ALLOCATED
1. Company work experience	30
2. Key personnel	20
3. Security equipment's and resources	20
4. Methodology	10
5. Locality	10
6. Bank rating	10
TOTAL	100

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 80/20 preferential points system.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5
3. Youth	3
4. Disability (Medical certificate will be used to verify the disability status of the bidder).	2

Sealed bid documents must be submitted in envelopes clearly indicating "**BID NUMBER AND DESCRIPTION**" on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou, by no later than 11H00 on, 02 June 2026.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Bids may only be submitted on the bid documentation provided by the municipality.

Please note that eight (8) service providers who shall score the highest points in terms of PPPFA will be appointed to this BID as per each facility to allow equal opportunities to many service providers.

- (1.) Sibasa Traffic Station – 11 personnel (7 day and 4 night);
- (2.) Mutale Civic Centre – 10 personnel (6 day and 4 night);
- (3.) Tshilungoma Sub-Office – 10 personnel (6 day and 4 night);
- (4.) Shayandima Sub-Office – 06 personnel (3 day and 3 night);

- (5.) Mbaleni Cemetery – 04 personnel (2 day and 2 night);
- (6.) Tshitereke Sub-Office – 03 personnel; (1 day and 2 night);
- (7.) Sibasa Bus and Taxi Rank – 03 personnel (1 day and 2 night);
- (8.) Thohoyandou Flea Market – 03 personnel (1 day and 2 night);

This therefore means that one service provider will be appointed per facility from those who shall have scored the highest points. In case fewer bidders are successful, the first allocation will be as per the highest points bidders and the remaining sites will be re-allocated based on the highest scored points.

NB: Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E-mail and without the compulsory requirements will be disqualified.

SIGIDI KTM
MUNICIPAL MANAGER



THULAMELA MUNICIPALITY

INVITATION TO BID

PROVISION OF SECURITY SERVICES AT THULAMELA MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS

Thulamela Municipality invites prospective service bidders for provision of the following service:

BID NUMBER	DESCRIPTION	NON-REFUNDABLE BID PRICE	CONTACT PERSON	EVALUATION CRITERIA
NO: 27/2025/2026	Provision of security services at Thulamela Municipality for a period of three (3) years	R4.00 per page or can be downloaded from e-tender portal (www.thulamela.gov.za) for free	Mr Davhana L.G. (015 962 7731) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points and functionality

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BID NUMBER 27/2025/2026: PROVISION OF PHYSICAL SECURITY SERVICES AT THULAMELA MUNICIPALITY FOR A PERION OF THREE (3) YEARS

- ❖ Tax Compliance Status Letter or Tax Compliance Pin Number.
- ❖ Company registration documents (e.g. CK).
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- ❖ Valid Compensation for Occupational Injuries and Diseases Act (COIDA) certificate issued by the department of labour.
- ❖ Clearance certificate issued within the last three (3) months from South African Police Services (SAPS) for both the director/s and supervisor/s. Any one of the director/s and/or supervisors found to be with criminal record will cause the company to be disqualified on this bid.
- ❖ Attach proof of liability insurance cover of R10,000,000.00 or above.
- ❖ Attach audited or reviewed company annual financial statements for last three (03) years. If the company is required by law to be audited, we need audited annual financial statements for the recent past three (3) years or audited financial statements since the establishment of the company if the company was established during the past three (3) years. If the company is not required by law to be audited, please provide us with a letter from a registered accountant stating that you are not required to be audited and the reasons thereof.
- ❖ Valid stamped bank rating letter.
- ❖ Summary of minimum wage (provide a summary minimum wage paid to security guards as per grade for a period of three years on company letterhead).

- ❖ Proof of registration or certification for 24-hour dedicated communication equipment (two-way radio).
- ❖ Company profile.
- ❖ Prior appointments, offices bidders who qualify for appointments will be inspected in line with the specification (Office set up, mounted safe, two-way radios, fire-arm licenses, firearms, uniforms).
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Functionality score table:

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Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system)
	20 Points breakdown
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- (5.) Mbaleni Cemetery – 04 personnel (2 day and 2 night);

BID NUMBER 27/2025/2026: PROVISION OF PHYSICAL SECURITY SERVICES AT THULAMELA MUNICIPALITY FOR A PERION OF THREE (3) YEARS

(6.) Tshitereke Sub-Office – 03 personnel; (1 day and 2 night);

(7.) Sibasa Bus and Taxi Rank – 03 personnel (1 day and 2 night);

(8.) Thohoyandou Flea Market - 03 personnel (1 day and 2 night);

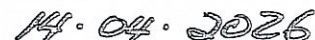
This therefore means that one service provider will be appointed per facility from those who shall have scored the highest points. In case fewer bidders are successful, the first allocation will be as per the highest points bidders and the remaining sites will be re-allocated based on the highest scored points.

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SIGIDI KTM

MUNICIPAL MANAGER



DATE

FUNCTIONALITY– TENDER RATING MATRIX		A -Tender rating (score)	B- Weighting	Achieved
Company work experience (please attach copy of valid and signed appointment letter or purchase order and testimonial or reference letter)	Total of signed appointment letters and reference letters within the last ten (10) years (2016-2026) of R 20 000 000.00 and above.	30	30 MAX	
	Total of signed appointment letters and reference letters within the last ten (10) years (2016-2026) of above R 15 000 000.00 and below R 20 000 000.00.	24		
	Total of signed appointment letters and reference letters within the last ten (10) years (2016-2026) of above R 10 000 000.00 and below R 15 000 000.00.	18		
	Total of signed appointment letters and reference letters within the last ten (10) years (2016-2026) of above R 5 000 000.00 and below R 10 000 000.00.	12		
	Total of signed appointment letters and reference letters within the last ten (10) years (2016-2026) with the value less than R 5,000,000.00.	6		
Key personnel (Provide detailed cv and certified certificates)	Company Director (s) Attach for all directors. (10 Points)		10 MAX	
	Detailed CV with certified valid SAPS firearm competency certificate, PSIRA grade A or B and at least five years' experience.	10		
	Detailed CV with certified valid SAPS firearm competency certificate, PSIRA grade A or B and at least four years' experience.	8		
	Detailed CV with certified valid SAPS firearm competency certificate, PSIRA grade A or B and at least three years' experience.	6		
	Detailed CV with certified valid SAPS firearm competency certificate, PSIRA grade A or B and at least two years' experience.	4		
	Detailed CV with certified valid SAPS firearm competency certificate, PSIRA grade A or B and at least one year experience.	2		

	Operational Manager or Supervisor (10 Points)		10 MAX	
	Detailed CV with certified valid SAPS firearm competency certificate, PSIRA grade B or C and at least five years' experience.	10		
	Detailed CV with certified valid SAPS firearm competency certificate, PSIRA grade B or C and at least four years' experience.	8		
	Detailed CV with certified valid SAPS firearm competency certificate, PSIRA grade B or C and at least three years' experience.	6		
	Detailed CV with certified valid SAPS firearm competency certificate, PSIRA grade B or C and at least two years' experience.	4		
	Detailed CV with certified valid SAPS firearm competency certificate, PSIRA grade B or C and at least one year experience.	2		
Security equipment's and resources	<u>Patrol vehicles (10 Points)</u>		10 MAX	
	<p>3 vehicles owned by the company and their certified copies of Registration Certificates.</p> <p>2 vehicles owned by the company and their certified copies of Registration Certificates.</p> <p>1 vehicle owned by the company and its certified copies of Registration Certificate.</p> <p>NB. Ownership of patrol vehicles will be subjected to verification processes on the E-natis system. Patrol vehicles that are not in registered under the company name will not be allocated points.</p>	<p>10</p> <p>5</p> <p>3</p>		
	<u>Security firearm competency certificates (10 points)</u>		10 MAX	
	10 or more certified copies of valid firearm competency certificates for security officers and 10 or more company firearm certificates.	10		
	8 – 9 certified copies of valid firearm competency certificates for security officers and 8 - 9 company firearm certificates.	8		
	6 – 7 certified copies of valid firearm competency certificates for security officers and 6 - 7 company firearm certificates.	6		
		4		

	<p>4 – 5 certified copies of valid firearm competency certificates for security officers and 4 - 5 company firearm certificates.</p> <p>3 or less certified copies of valid firearm competency certificates for security officers and 3 or less company firearm certificates.</p> <p>NB. The lesser number will be considered if points fall on different scores for competency and firearm certificates.</p>	2		
<p>Methodology (Attach methodology document, Project implementation plan, Riot management plan, proof of monitoring systems activity and Contingency plan.)</p>	<p><u>Comprehensive methodology (10 Points)</u></p> <p>A comprehensive methodology incorporates the following elements.</p> <ul style="list-style-type: none"> i. Methodology document ii. Projects implementation plan (Plan must be attached with the methodology). iii. Riot Management plan (Attach the riot management plan with the methodology). iv. Security officers monitoring system used by the company (Attach proof of the monitoring system activity) v. Contingency plan (Plan must be attached with the methodology document) <p><i>(Comprehensive methodology document with all the elements listed above and attachments will score full points under this section)</i></p>	10	10 MAX	
	<p>Moderate methodology (6 Points)</p> <p>methodology must incorporate the following elements.</p> <ul style="list-style-type: none"> i. Methodology document ii. Projects implementation plan (Plan must be attached with the methodology). iii. Riot Management plan (Attach the riot management plan with the methodology). iv. Security officers monitoring system used by the company (Attach proof of the monitoring system activity) 	6		
		3		

	<p>v. Contingency plan (Plan must be attached with the methodology document)</p> <p>Moderate methodology document is one with at least 1 of the elements or attachment not incorporated or attached. Moderate methodology will weigh 3 in terms of the matrix)</p> <p>Poor methodology (3 Points) methodology must incorporate the following elements.</p> <p>i. Methodology document</p> <p>ii. Projects implementation plan (Plan must be attached with the methodology).</p> <p>iii. Riot Management plan (Attach the riot management plan with the methodology.</p> <p>iv. Security officers monitoring system used by the company (Attach proof of the monitoring system activity)</p> <p>v. Contingency plan (Plan must be attached with the methodology document)</p> <p>(Poor methodology document is one with more than 1 of the elements or attachment not incorporated or attached. Poor methodology will core 3 in terms of the matrix)</p>			
Locality	Business operating within Thulamela Local Municipality	10	10 MAX	
	Business operating within Limpopo Province	5		
	Business operating outside Limpopo Province	3		
Valid Bank Rating stamped by the respective bank.	Financial Rating of "A"	10	10 MAX	
	Financial Rating of "B"	8		
	Financial Rating of "C"	6		

	Financial Rating of "D"	4		
	Financial Rating of "E"	2		
	No attachment	0		
TOTAL SCORE	A bidder with less than 70 functionality points will be disqualified for further evaluation.	TOTAL 100		

2. INFORMATION REQUIRED

2.1 KEY PERSONNEL EXPERIENCE **Please also attach a CV and qualifications for evaluation purposes.

NB: Key person listed for this project may not be by less qualified / inexperienced personnel change during implementation of the project.

Name & Initial	Tel Number	Position in your company	Qualifications	Number of years' experience

2.1.1 Curriculum Vitae of Key Personnel (please note that if separate CV are attached, use the format provided below)

Curriculum Vitae of Key Personnel Provide separate forms for each position listed in Form: Key Personnel

Name:		Gender:
ID / Passport No:		Nationality:
Contact No:		Race:
Current position:		Years of experience:
Driving licence code:		PSIRA security grade:
Name of Employer (firm):		Years with firm:
Employment Record		Years with firm:
Company	Period	Capacity
Experience Record Pertinent to Required service: (Please list the projects, value and year)		
Project Name	Value	Year

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications, and my experience.

.....
Signature of person named in the schedule

.....
Date

2.2 Curriculum Vitae of Key Personnel (Operational Manager / Site Manager)

Provide separate forms for each position listed in Form: Key Personnel if employed by the bidder.

Name:		Gender:
ID / Passport No:		Nationality:
Contact No:		Race:
Profession / Current position:		Years of experience:
High certification in security field:		Year obtained
Name of Employer (firm):		Years with firm:
<u>Employment Record:</u>		
Company	Period	Capacity
<u>Experience Record Pertinent to Required service:</u>		
Project Name	Value	Year

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications, and my experience.

.....
Signature of person named in the schedule

.....
Date

PRICING IN LINE WITH THE NATIONAL BARGAINING COUNCIL FOR THE PRIVATE SECURITY SECTOR (NBCPSS).

**1. PROVISION OF SECURITY SERVICES AT SIBASA TRAFFIC STATION
FOR A PERIOD OF THREE (3) YEARS**

ITEM NO.	DESCRIPTION OF SERVICES	QUANTITY	DURATION	UNIT PRICE 1st NOVEMBER 2026 TO 31st OCTOBER 2029	UNIT PRICE 1st NOVEMBER 2026 TO 31st OCTOBER 2029	UNIT PRICE 1st NOVEMBER 2026 TO 31st OCTOBER 2029
1.	PROVISION OF SECURITY SERVICES FOR 24 HOURS DAILY					
	<u>Day shift</u> 7 – security guards (4 fully armed with firearms and 3 unarmed)	7 guards	36 Months			
	<u>Night shift</u> 4 – security guards (4 fully armed with firearms)	4 guards	36 Months			
	SUB TOTAL	11 guards				
	ADD 15% VAT					
	TOTAL AMOUNT			R	R	R
	TOTAL AMOUNT FOR THREE (3) YEARS FOR THIS SITE CARRIED TO SUMMARY				R	

2. PROVISION OF SECURITY SERVICES AT MUTALE CIVIC CENTRE FOR A PERIOD OF THREE (3) YEARS

ITEM NO.	DESCRIPTION OF SERVICES	QUANTITY	DURATION	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029
2.	PROVISION OF SECURITY SERVICES FOR 24 HOURS DAILY					
	<u>Day shift</u> 6 – security guards (3 fully armed with firearms and 3 unarmed)	6 guards	36 Months			
	<u>Night shift</u> 4 – security guards (3 fully armed and 1 unarmed)	4 guards	36 Months			
	SUB TOTAL	10 guards				
	ADD 15% VAT					
	TOTAL AMOUNT			R	R	R
	TOTAL AMOUNT FOR THREE (3) YEARS FOR THIS SITE CARRIED TO SUMMARY				R	

**3. PROVISION OF SECURITY SERVICES AT TSHIULUNGOMA SUB-OFFICE
FOR A PERIOD OF THREE (3) YEARS**

ITEM NO.	DESCRIPTION OF SERVICES	QUANTITY	DURATION	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029
3.	PROVISION OF SECURITY SERVICES FOR 24 HOURS DAILY					
	<u>Day shift</u> 6 – security guards (3 fully armed with firearms and 3 unarmed)	6 guards	36 Months			
	<u>Night shift</u> 4 – security guards (3 fully armed and 1 unarmed)	4 guards	36 Months			
	SUB TOTAL	10 guards				
	ADD 15% VAT					
	TOTAL AMOUNT			R	R	R
	TOTAL AMOUNT FOR THREE (3) YEARS FOR THIS SITE CARRIED TO SUMMARY					R

**4. PROVISION OF SECURITY SERVICES AT SHAYANDIMA SUB-OFFICE
FOR A PERIOD OF THREE (3) YEARS**

ITEM NO.	DESCRIPTION OF SERVICES	QUANTITY	DURATION	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029
4.	PROVISION OF SECURITY SERVICES FOR 24 HOURS DAILY					
	<u>Day shift</u> 3 – security guards (2 fully armed with firearms and 1 unarmed)	3 guards	36 Months			
	<u>Night shift</u> 3 – security guards (2 fully armed with firearms and 1 unarmed)	3 guards	36 Months			
	SUB TOTAL	6 guards				
	ADD 15% VAT					
	TOTAL AMOUNT			R	R	R
	TOTAL AMOUNT FOR THREE (3) YEARS FOR THIS SITE CARRIED TO SUMMARY					R

5. PROVISION OF SECURITY SERVICES AT MBALENI CEMETERY FOR A PERIOD OF THREE (3) YEARS

ITEM NO.	DESCRIPTION OF SERVICES	QUANTITY	DURATION	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029
5.	PROVISION OF SECURITY SERVICES FOR 24 HOURS DAILY					
	<u>Day shift</u>					
	2 – security guards (2 fully armed with firearms)	2 guards	36 Months			
	<u>Night shift</u>					
	2 – security guards (2 fully armed with firearms)	2 guards	36 Months			
	SUB TOTAL	4 guards				
	ADD 15% VAT					
	TOTAL AMOUNT			R	R	R
	TOTAL AMOUNT FOR THREE (3) YEARS FOR THIS SITE CARRIED TO SUMMARY				R	

**6. PROVISION OF SECURITY SERVICES AT TSHITEREKE SUB-OFFICE FOR
A PERIOD OF THREE (3) YEARS**

ITEM NO.	DESCRIPTION OF SERVICES	QUANTITY	DURATION	UNIT PRICE 1st NOVEMBER 2026 TO 31st OCTOBER 2029	UNIT PRICE 1st NOVEMBER 2026 TO 31st OCTOBER 2029	UNIT PRICE 1st NOVEMBER 2026 TO 31st OCTOBER 2029
6.	PROVISION OF SECURITY SERVICES FOR 24 HOURS DAILY					
	<u>Day shift</u> 1 – security guard (1 fully armed with firearms)	1 guard	36 Months			
	<u>Night shift</u> 2 – security guards (1 fully armed with firearms and 1 unarmed)	2 guards	36 Months			
	SUB TOTAL	3 guards				
	ADD 15% VAT					
	TOTAL AMOUNT			R	R	R
	TOTAL AMOUNT FOR THREE (3) YEARS FOR THIS SITE CARRIED TO SUMMARY				R	

**7. PROVISION OF SECURITY SERVICES AT SIBASA BUS AND TAXI RANK
FOR A PERIOD OF THREE (3) YEARS**

ITEM NO.	DESCRIPTION OF SERVICES	QUANTITY	DURATION	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029
7.	PROVISION OF SECURITY SERVICES FOR 24 HOURS DAILY					
	<u>Day shift</u>					
	1 – security guard (1 fully armed with firearms)	1 guard	36 Months			
	<u>Night shift</u>					
	2 – security guards (1 fully armed with firearms and 1 unarmed)	2 guards	36 Months			
	SUB TOTAL	3 guards				
	ADD 15% VAT					
	TOTAL AMOUNT			R	R	R
	TOTAL AMOUNT FOR THREE (3) YEARS FOR THIS SITE CARRIED TO SUMMARY				R	

8. PROVISION OF SECURITY SERVICES AT THOHOYANDOU FLEA MARKET FOR A PERIOD OF THREE (3) YEARS

ITEM NO.	DESCRIPTION OF SERVICES	QUANTITY	DURATION	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029	UNIT PRICE 1 st NOVEMBER 2026 TO 31 st OCTOBER 2029
8.	PROVISION OF SECURITY SERVICES FOR 24 HOURS DAILY					
	<u>Day shift</u>					
	1 – security guard (1 fully armed with firearms)	1 guard	36 Months			
	<u>Night shift</u>					
	2 – security guards (1 fully armed with firearms and 1 unarmed)	2 guards	36 Months			
	SUB TOTAL	3 guards				
	ADD 15% VAT					
	TOTAL AMOUNT			R	R	R
	TOTAL AMOUNT FOR THREE (3) YEARS FOR THIS SITE CARRIED TO SUMMARY				R	

PRICING SUMMARY

1.	TOTAL AMOUNT FOR THREE (3) YEARS: SIBASA TRAFFIC STATION	R
2.	TOTAL AMOUNT FOR THREE (3) YEARS: MUTALE CIVIC CENTRE	R
3.	TOTAL AMOUNT FOR THREE (3) YEARS: TSHIULUNGOMA SUB-OFFICE	R
4.	TOTAL AMOUNT FOR THREE (3) YEARS: SHAYANDIMA SUB-OFFICE	R
5.	TOTAL AMOUNT FOR THREE (3) YEARS: MBALENI CEMETERY	R
6.	TOTAL AMOUNT FOR THREE (3) YEARS: TSHITEREKE SUB-OFFICE	R
7.	TOTAL AMOUNT FOR THREE (3) YEARS: SIBASA BUS AND TAXI RANK	R
8.	TOTAL AMOUNT FOR THREE (3) YEARS: THOHOYANDOU FLEA MARKET	R
TOTAL BID PRICE:		R

1. All regulations and statutory requirements as per the main collective agreement of the National Bargaining Council for the Private Security Sector (NBCPSS) should be adhered to (graded salaries, health insurance, allowances and bonuses, contribution towards the Provident Fund).
2. Armed security official on duty should possess a valid firearm competency certificate.
3. Firearms should be licensed as per firearm control act (Act no. 60 of 2000).
4. Staff should be qualified and should possess a minimum of grade C.
5. Staff should wear applicable uniforms and should be equipped with at least the following: torch (night duty), radio/cell phone, handcuffs and button.
6. Security guards are expected to patrol the site continuously and provide records of the incidents or findings in the occurrence book (OB).
7. Incidents must be reported to the Risk and Security Manager as soon as they occur.
8. Service provider should provide their stationery (occurrence books and registers).
9. Directors of successful service providers should do a regular site visit to ensure compliance (at least once per week).

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10. Payments will be done monthly (within 30 days of submitting a valid invoice).
11. Monthly invoices (previous month) must be submitted to risk and security office in the first week of the following month for payment purposes.
12. Copy of rosters and attendance registers of the payment month should be attached to the invoice.
13. Payments will be made within 30 days after receipt of a valid and approved invoice.
14. The occupational health and safety act, 1993 (act no 85 of 1993) shall be adhered to.
15. Prior appointments, bidders who qualify for appointments will be subjected to a screening process by the relevant statutory body in line with the specification. The company, Directors and Supervisors not recommended will be disqualified.

The following is a statement of similar work executed by the company in government (national or provincial departments, municipalities and state-owned entities) in the last ten (10) years (2016 – 2026):

The municipal reserves the right to confirm the validity of all appointments provided below.

1. Employer, 2. Contact person 3. telephone number 4. E-mail address	Description of similar contract	Value of work inclusive of VAT (Rand) if applicable	Date Completed
<p>Employer: _____</p> <p>Contact Person: _____</p> <p>Telephone number: _____</p> <p>E-mail address: _____</p>			
<p>Employer: _____</p> <p>Contact Person: _____</p> <p>Telephone number: _____</p> <p>E-mail address: _____</p>			

<p>Employer:</p> <hr/> <p>Contact Person:</p> <hr/> <p>Telephone number:</p> <hr/> <p>E-mail address:</p> <hr/>			
<p>Employer:</p> <hr/> <p>Contact Person:</p> <hr/> <p>Telephone number:</p> <hr/> <p>E-mail address:</p> <hr/>			
<p>Employer:</p> <hr/> <p>Contact Person:</p> <hr/> <p>Telephone number:</p> <hr/> <p>E-mail address:</p> <hr/>			

RETURNABLE DOCUMENTS

CHECKLIST FOR MINIMUM REQUIREMENTS

To assist you with the bidding process, see a checklist on minimum requirements

No.	Minimum requirements	Tick	Comment if attached
1.	Complete original bid document.		
2.	Current CSD valid reports.		
3.	Valid Tax Clearance Certificate with PIN.		
4.	CK/Company registration.		
5.	Certified ID copies of all directors.		
6.	Proof that municipal rates & taxes inline with the compulsory requirements above		
7.	All MBD Forms must be completed and signed.		
8.	Company profile.		
9.	Functionality as per functionality matrix.		
10.	Valid certificate of accreditation with PSIRA for both the company and its director/s.		
11.	Valid company letter of good standing with PSIRA.		
12.	Valid certificate of registration with National Bargaining Council for the Private Security Sector (NBCPSS).		
13.	Valid company letter of good standing with NBCPSS.		
14.	Valid COIDA certificate issued by the department of labour.		
15.	Clearance certificate issued within the last three (3) months from SAPS for both the director/s and supervisor/s.		
16.	Attach proof of valid liability insurance cover of R10,000,000.00 or above.		
17.	Attach audited or reviewed company annual financial statements for last three (03) years.		
18.	Valid stamped bank rating letter..		
19.	Summary of minimum wage for period of three (3) years on company letterhead.		
20.	Proof of registration or certification for 24-hour dedicated communication equipment (two-way radio).		
21.	Pricing in line with the National Bargaining Council for the Private Security Sector (NBCPSS).		
22.	List of security services projects for government (national or provincial departments, municipalities, and state-owned companies) completed in the last ten (10) years (2016- 2026).		

Bidder

Representative

Signature

***BID NUMBER 27/2025/2026: PROVISION OF PHYSICAL SECURITY SERVICES AT THULAMELA
MUNICIPALITY FOR A PERION OF THREE (3) YEARS)***