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PART A INVITATION TO BID

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

NOTICE NUMBER:	N16/2023/2024	CLOSING DATE:	28 FEBRUARY 2024	CLOSING TIME:	11:00 AM
DESCRIPTION	PROVISION OF SECURITY SERVICES AT TSHIKOMBANI TESTING STATION FOR A PERIOD OF THREE (3) MONTHS				

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]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ 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]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE	CONTACT PERSON	NEMAHENI TA/DAVHANA LG
CONTACT PERSON	MR MUDZILI TP	TELEPHONE NUMBER	015 962 7646/015 962 7731
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	015 962 4020
FACSIMILE NUMBER	MudziliTP@thulamela.gov.za		



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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)?	☐ YES ☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5. 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 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 NOTICE

PROVISION OF SECURITY SERVICES AT TSHIKOMBANI TESTING STATION FOR A PERIOD OF THREE (3) MONTHS

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

NOTICE NUMBER	DESCRIPTION	NON- REFUNDABLE BID PRICE	CONTACT PERSON	EVALUATION CRITERIA
No.: N16/2023/20 24	Provision of security services at Tshikombani Testing Station for a period of three (3) months	R3.00 per page or can be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mr Nemaheni T.A. (015 962 7646) Mr Davhana L.G. (015 962 7731) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system will be used.

Tender documents are obtainable from the 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 16 February 2024 at a non-refundable bid price of R3.00 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.

The service providers 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 service providers 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.

NOTICE NUMBER N16/2023/2024: PROVISION OF SECURITY SERVICES AT TSHIKOMBANI TESTING STATION FOR A PERIOD OF THREE (3) MONTHS

- ❖ Tax Compliance Status Letter or Tax Compliance Pin Number.
- ❖ Company registration documents (e.g. CK).
- ❖ Proof of registration on CSD.
- ❖ Proof of municipal rates and taxes or municipal service charges owed by the bidder AND ALL its directors, not in arrears for more than 3 months. (The proof of municipal rates and taxes or municipal service charges to be submitted must not be older than three (3) months from the closing date of the bid) Attach valid lease agreement in case of rental of office facilities and municipal clearance in respect of the areas exempted from billing by municipalities.
- ❖ List of similar projects completed in the last 5 years by the company with client's contact details and contract values (Attach signed appointment letters and/or purchase orders)
- ❖ Valid Certificate of accreditation with PSIRA for both the company and its Director/s.
- ❖ Service providers are expected to price the document as per national bargaining council rates and labour laws regulations.

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

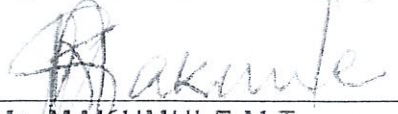
Sealed bid documents must be submitted in envelopes clearly indicating "*BID NUMBER AND DESCRIPTION*" on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou, by no later than 11H00 on, 28 February 2024.

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.

NOTICE NUMBER N16/2023/2024: PROVISION OF SECURITY SERVICES AT TSHIKOMBANI TESTING STATION FOR A PERIOD OF THREE (3) MONTHS

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

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.



Mr. MAKUMULE M.T.
MUNICIPAL MANAGER

13 02 2024
DATE

PROVISION OF SECURITY SERVICES AT TSHIKOMBANI TESTING STATION
FOR A PERIOD OF THREE (3) MONTHS

ITEM NO.	DESCRIPTION OF SERVICES	QUANTITY	UNIT	UNIT PRICE 1 st APRIL 2024 TO 30 th JUNE 2024
1.	PROVISION OF SECURITY SERVICES FOR 24 HOURS DAILY			
	<u>Day shift</u>			
	1 – armed security guards (full armed with firearm)	02 Security guards	Daily for 03 months	
	1 – unarmed security guards			
	<u>Night shift</u>			
	2 – armed security guards	02 Security guards	Daily for 03 Months	
	SUB TOTAL			R
	ADD 15% VAT			R
	TOTAL AMOUNT			R

NOTE:

- SERVICES WILL BE RENDERED AT TSHIKOMBANI TESTING STATION, DAILY INCLUDING WEEKENDS AND PUBLIC HOLIDAYS FOR 24 HOURS
- 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. SUCCESSFUL SERVICE PROVIDER SHOULD BE REGISTERED PSIRA (PROVIDE PROOF OF REGISTRATION)
5. SECURITY OFFICERS SHOULD BE QUALIFIED AND SHOULD POSSESS A MINIMUM OF GRADE D
6. LIST OF PREVIOUS RELATED WORK EXPERIENCE WITH CONTRACT VALUES (PROVIDE SIGNED CONFIRMATION FROM CLIENT OR APPOINTMENT LETTER.
7. SECURITY OFFICERS SHOULD WEAR APPLICABLE UNIFORMS AND SHOULD BE EQUIPPED WITH AT LEAST THE FOLLOWING: TORCH (NIGHT DUTY), RADIO/ MOBILE PHONE, HANDCUFFS AND BUTTON.
8. SECURITY GUARDS ARE EXPECTED TO PATROL THE SITE CONTINUOUSLY (AT LEAST HOURLY) AND RECORDS THE FINDINGS IN THE OCCURRENCE BOOK (OB)
9. INCIDENTS MUST BE REPORTED TO RISK AND SECURITY MANAGER AS SOON AS IT IS IDENTIFIED.
10. SERVICE PROVIDER SHOULD PROVIDE THEIR STATIONERY (OCCURRENCE BOOK AND REGISTERS)
11. SUCCESSFUL SERVICE PROVIDER SHOULD DO A REGULAR SITE VISIT TO ENSURE COMPLIANCE (AT LEAST ONCE PER WEEK)
12. PAYMENTS WILL BE DONE ON A MONTHLY BASIS
13. MONTHLY INVOICES (PREVIOUS MONTH) MUST BE SUBMITTED TO RISK AND SECURITY OFFICE IN THE FIRST WEEK OF THE FOLLOWING MONTH FOR PAYMENT PURPOSES.
14. COPY OF ROOSTER AND ATTENDANCE REGISTER OF THE PAYMENT MONTH SHOULD BE ATTACHED TO THE INVOICE
15. PAYMENT WILL BE MADE WITHIN 30 DAYS AFTER RECEIPT OF THE VALLID OR CORRECT INVOICE.
16. ALL REGULATIONS AND STATUTORY REQUIREMENTS PER THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO 85 OF 1993) SHALL BE ADHERED TO.

The following is a statement of similar work executed by the company/ies in the last five (5) years:

Employer, Contact person and telephone number	Description of contract	Value of work inclusive of VAT (Rand) if applicable	Date Completed