



# NATIONAL HEALTH LABORATORY SERVICE

## REQUEST FOR QUOTATION (RFQ)

RFQ NO: 1918447

**DESCRIPTION: RE-ADVERT RFQ No: 1918447 – A SERVICE PROVIDER TO PROVIDE ARMED RESPONSE SERVICES FOR 12 MONTHS, NHLS SANDRINGHAM**

**ISSUED BY:**

SUPPLY CHAIN MANAGEMENT  
NATIONAL HEALTH LABORATORY SERVICE  
1 MODDERFONTEIN ROAD  
SANDRINGHAM  
2092

Quotation Queries:	Technical Queries:
CONTACT NAME: PROCUREMENT OFFICE	CONTACT NAME: PROCUREMENT OFFICE
E-MAIL ADDRESS:	E-MAIL ADDRESS:
NAME OF A BIDDER.....	
<b>CLOSING DATE: 23 SEPTEMBER 2025 AT 11:00 AM</b> <b>QUOTATION VALIDITY PERIOD: 90 days</b>	

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**PART A INVITATION  
TO QUOTE**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)</b>					
BID NUMBER:	RFQ NO. 1918447	CLOSING DATE:	23 SEPTEMBER 2025	CLOSING TIME:	11:00AM
DESCRIPTION	RE-ADVERT RFQ No: 1918447 – A SERVICE PROVIDER TO PROVIDE ARMED RESPONSE SERVICES FOR 12 MONTHS, NHLS SANDRINGHAM				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
NHLS RECEPTION RFQ BOX NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	PROCUREMENT DEPARTMENT		CONTACT PERSON	PROCUREMENT DEPARTMENT	
TELEPHONE NUMBER	011 386 6000		TELEPHONE NUMBER	011 386 6000	
E-MAIL ADDRESS	procurementcorporate@nhls.ac.za		E-MAIL ADDRESS	procurementcorporate@nhls.ac.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION No.					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>O R</b>	CENTRAL SUPPLIER DATABASE No:	MAAA _____
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK BOX] <input type="checkbox"/>	APPLICABLE <input type="checkbox"/>	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK BOX] <input type="checkbox"/>
	Yes	No			Yes No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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<p><b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b></p>	
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>YES      NO</p>
<p><b>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.</b></p>	

PART B

1. 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 PIN 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.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

DATE: .....

QUOTATION VALIDITY PERIOD

The quotation validity period is 90 days.

## 2 TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- a) This document may contain confidential information that is the property of the NHLS and the Client.
- b) No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from NHLS and the Client.
- c) All Copyright and Intellectual Property herein vests with NHLS and its Client.
- d) Late and incomplete submissions will not be accepted.
- e) SBD 7 (Form of offer) must be completed, and should the total RFQ prices differ, the one indicated on the price declaration shall be considered the correct price.
- f) Bidders are required to submit a valid Tax Clearance Certificate and Tax clearance verification PIN, Failure to submit the Tax Pin and valid Tax Clearance Certificate will result in the invalidation of this RFQ.
- g) It is the responsibility of the bidder to ensure that NHLS is in possession of the bidder's valid Tax Clearance certificate. The onus is on the bidder to ensure that NHLS receives a valid Tax Certificate as soon as the validity of the said certificate expires.
- h) **A compulsory site meeting/briefing session will not be conducted**
- i) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified
- j) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- k) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- l) All questions regarding this RFQ must be forwarded to the [procurementcorporate@nhls.ac.za](mailto:procurementcorporate@nhls.ac.za) 24 hours prior the RFQ closing date. The NHLS reserve the right to do due diligence on the quotations.
- m) The NHLS reserves the right to benchmark prices quoted.
- n) The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- o) I Quotation All-Inclusive
  - i. The Supplier shall allow in the quotation for all deliverables as stipulated in the scope, labour, material, consumables, accessories, software, supervision, overhead costs, profit, royalties, all taxes, levies, duties, variations in exchange rates (if applicable), disbursements and everything necessary for the execution and completion of the works in accordance with the quotation documents.
  - ii. Value Added Tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Summary of Schedule of Rates and Prices.
  - iii. The Supplier rates and prices shall be fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract.
  - iv. The offer must be in ZAR currency.
  - v. The NHLS reserve the right to do due diligence on the quotations.
  - vi. The NHLS reserves the right to benchmark prices quoted.
  - vii. Quotes should be submitted on an official letterhead and duly signed.

### ***Delays in the supplier's performance***

- i. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- ii. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s).  
As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- iii. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- iv. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- v. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar Functionality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

### **1. Penalties**

- i. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

**FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT  
TO NHLS RFQ BOX, NO:1 MODDERFONTEIN ROAD,  
SANDRINGHAM.**

The Bidder accepts the above terms and conditions and the General Conditions of Contract on NHLS website as per hyperlink <a href="https://www.nhls.ac.za/supply-chain/">GCC Document</a> or visit NHLS website <a href="https://www.nhls.ac.za/supply-chain/">https://www.nhls.ac.za/supply-chain/</a> , click on supply chain management tab then select General Conditions of Contract	<b>Accept</b>	<b>Do not accept</b>

### 3 TERMS OF REFERENCE / SCOPE OF WORKS

FORM OF QUOTATION SUPPLIER NAME:

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RFQ NO: 1918447

**DESCRIPTION: RE-ADVERT RFQ No: 1918447 – A SERVICE PROVIDER TO PROVIDE ARMED RESPONSE SERVICES FOR 12 MONTHS, NHLS SANDRINGHAM**

#### **ARMED RESPONSE SPECIFICATION (SANDRINGHAM -CORPORATES HEAD OFFICE) – 12 MONTHS**

##### **1. THE PURPOSE**

- 1.1 **The purpose of this request is to appoint reputable service provider to provide and install an alarm system as well as provide armed response services to the NHLS Sandringham premises for twelve (12) month period from Monday to Friday 18h00 – 06h00 & 06h00 -18h00 and [24 Hours Weekends and Holidays: 18h00 to 06h00 and 06h00 to 18h00].**

##### **2. SCOPE OF WORK**

- 2.1 Armed Response Services (armed response officer and panic buttons x8)
- 2.2 The armed Response Security Company must work closely with the existing law enforcement services/Agencies such as the Neighbour Community Policing Forums, Traffic Department and South African Police Service (SAPS).
- 2.3 The security company must be PSIRA (Private Security Industry Regulatory Authority) complaint and have sufficient experience in armed response services.
- 2.4 Provide quick armed response of 10 minutes or less, after receiving alarm activation.
- 2.5 Must have an existing patrolling vehicle within a radius of about 10km away from NHLS Sandringham office, to respond on time.
- 2.6 Maintain and repair alarm system in the office.
- 2.7 To provide training and training manual to the users.
- 2.8 Ensure compatibility with the alarm system to allow for notification of any alarm activation to the NHLS Sandringham (Linked to the cell phones).
- 2.9 Ensure that the alarm system is linked to the service providers control room for armed reaction and monitoring purposes.
- 2.10 Security services provider must be fully compliant in terms of the firearms control act 60 of 2000 (Firearm competency certificate to be attached SAPS).
- 2.11 All armed officers must be trained, PSIRA Grade C, have SAPS Competency certificates and Undergo training & assessments.
- 2.12 Armed officer must be dressed in full company uniform when on duty (Equipped with bulletproof vests, handcuffs, touches and 9 mm side arms).
- 2.13 Panic buttons (8 mobile panic buttons for control room, reception, security main gate and for patrolling) cover radius of 800m to be linked with armed response team (and service provider control room).
- 2.14 Service provider must provide a branded vehicle.
- 2.15 Patrol vehicle to patrol surrounding campus hourly.

- 2.16 The security companies applying for this contract must be operating in the Sandringham area and have an armed response stationed in the area for quick response in less than 10 minutes as mentioned above.
- 2.17 The security company will comply with the NHLS terms and conditions, including the signed service level agreement.
- 2.18 The bidder will be required to issue a certificate of compliance after the alarm system has been installed.
- 2.19 **Ad hoc provision of grade C security officer.**
- 2.19.1 The successful bidder must be able to provide the NHLS with grade C registered officer as and when required.
- 2.19.2 The guards to be provided, should there be a need, will have to be in full uniform of the service provider.

**NB: The service provider shall every month supply a summarised written report to the Facilities Management on specific problems, suggestions, improved methods, and work programs, personnel turnover, remedial action, and all other matters connected with this agreement.**

### **3. ARMED RESPONSE SECURITY SERVICES: SERVICE LEVELS AND FINANCIAL PENALTIES**

- 3.1 (Financial penalties shall be limited to a maximum penalty of 20% of the monthly fee)

<b>Service Level</b>	<b>Description of the service level</b>	<b>Financial Penalty</b>
The Service Provider to assign to NHLS, Security Officers that possess valid PSIRA certificates.	The Service Provider provides the Security Officer/s that does not possess a valid PSIRA certificate.	R3 000.00 per incident of non-adherence
Security Officers must immediately respond to the triggering of an alarm as dispatched by its Control Room Officers	Failure to respond to a triggered alarm within fifteen (15) minutes	R3 000.00 per incident of non-adherence
All Security Officers to wear appropriate uniform for the assignment as prescribed by PSIRA.	Security Officer(s) wearing the wrong uniform	R2 000.00 per incident of non-compliance.
Pocket book	Unavailability of Pocket book	R500,00 per officer
Sleeping on duty		R1500 per officer on shift
Handcuffs and keys	Unavailability of handcuffs and keys	R500 per officer on shift
Under the influence of alcohol	Officer under the influence of alcohol	R1500 per officer on shift
Late posting	Officer reporting on duty late	R500 per hour
Short posting	Short positing of officer	R1500
Expired PSIRA Identification cards/certificate	Invalid PSIRA	R500 per officer

#### 4. Service Level Agreement – Administrative aspects

No.	TECHNICAL	FREQUENCY	ACTION
1.	Submission of daily alarm reports.	Daily before 10:00	Service Provider
2.	Submission of monthly invoice and statement. After the completion of a month's service.	The 1st working day of each new month. Per contractual requirements	Service Provider
3.	Monthly meeting with Security Supervisor/Manager of the Service Provider.	1st Tuesday of each month	Service Provider and NHLS
4.	SLA compliance and performance meetings with Manager/Supervisor of the Service Provider.	Quarterly	Service Provider and NHLS
5.	Investigation reports	Within five (5) days after the incident	Service Provider

#### 5. Non-Compliance and Mitigation Measures

Item	Non- compliance	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence	Outcome
1.	Negligence in the performance of armed response duties or breach of security.	Service Provider must replace the armed response personnel immediately.	A written notice for non-compliance and rectification within agreed timeframe.	Remove the armed response personnel from the site and final written notice.	If this practice continues, the Security Manager will call for a meeting with the security Service Provider.
2.	Damage to the NHLS property or staff or guest's property.	A joint investigation will be conducted.  Decision on liability will be determined by such an investigation.  If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs.	A joint investigation will be conducted.  Decision on liability will be determined by such an investigation.  If there is any evidence of negligence, the Service Provider will be held liable for replacement or repairs.	joint investigation will be conducted.  Decisions on liability will be determined by such an investigation.  If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs, and the contract may be terminated.	The liability will be determined by the outcome of the internal investigation and will be reported to the NHLS Security Manager.
3.	Loss of NHLS property or theft of NHLS or Staff or guest's property.	A first written notice	A joint investigation will be conducted. Decision on liability will be determined by such an investigation.	A joint investigation will be conducted. Decision on liability will be determined by	The liability will be determined by the outcome of the internal investigation.

Item	Non- compliance	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence	Outcome
			If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs.	such an investigation. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs.	

**NB: Bidder who do not comply on Mandatory Requirement will not be evaluated further i.e. Technical Evaluation.**

## **6. MANDATORY REQUIREMENTS**

No	Descriptions (Evidence must be attached)	Comply	Not Comply
1	Valid company PSIRA Registration certificate.		
2	Valid company PSIRA letter of Good Standing.		
3	Owners or Directors Valid PSIRA Registration certificate.		
4	Valid SAPS Firearm Licence (for business purposes issued in terms of Firearm Act)		
5	ICASA radio licence or a valid contract with a holder of a valid ICASA radio licences.		
6	Valid copy of the Public Liability Insurance-R3Million.		

## 7. PRICING SCHEDULE

No.	Description	Quantity	Rate per Month	Amount: 1 Year
1.	24-Hour Alarm Monitoring (Including alarm testing and inspection)	1	R	R
2.	Armed response service (18h00 – 06h00 & 06h00-18h00 (Monday to Friday)	2	R	R
3.	Armed response service (18h00 – 06h00 and 06h00 – 18h00 (Saturday and Sunday including Holidays)	2	R	R
<b>Sub-Total Rates for 12 Months</b>				R
<b>Contingency Amount @ 15%</b>				R
<b>Sub-Total Amount</b>				R
<b>15% Vat</b>				R
<b>Contract Amount for 12 Months</b>				R

## 8. Ad-Hoc Security Services (In case of Emergency situation)

No.	Description	Quantity	Rate per Month
1.	One (1) Night shift security Guard (Monday -Sunday) 18h00 – 06h00)	1	R
2.	One (1) Day shift security Guard (Monday -Sunday) (06h00 – 18h00)	1	R

## **9. FUNCTIONAL EVALUATION.**

- 9.1 This evaluation is based on the functional proposal submitted in envelope one (functional envelope).
- 9.2 For this phase, there is a cut-off score of **70%** and only the proposals that score **70%** and above during the functional evaluation will be considered during the second phase of evaluation.

## **10. KEY SCORES FOR FUNCTIONAL EVALUATION**

<b>Score</b>	<b>Description</b>
0 – Non-compliant	No evidence was provided to substantiate compliance
1 – Poor	Unacceptable, does not meet set requirements
2 – Average	Reasonable but not sufficient to fully satisfy the set requirements
3 – Good	Fully complies to the set minimum requirements
4 – Very Good	Above-average compliance to the set requirements
5 – Excellent	Meets and exceeds the set requirements

## 11. ANNEXURE A - FUNCTIONALITY EVALUATION

No	Evaluation Criteria	Proof Required	Score Allocation	Weighting (%)
11.1	Bidding Company/Entity: must have at least five (5) years of relevant experience in delivering similar services. <b>(Armed response service)-Patrolling vehicle.</b>	<b>Company Profile demonstrating experience in provision armed response services.</b>  <b>(To be attached)</b>	3 or More years= <b>10%</b>  1 to 2 years= <b>5%</b>  Less than 1 year= <b>0%</b>	<b>10%</b>
11.2	Proof of relevant experience should be provided by means of Reference Letters.  Submit Reference Letters of similar work done detailing the following:  Reference letters from former clients confirming successful implementation to assist in evaluating required experience. Proof of relevant experience should be provided by means of Reference Letters.  Reference Letters of similar work done detailing the following:  (1) type of project,  (2) period of the project,  (3) scope of work, and  (4) the result of the project.	<b>Submit reference letters</b>  <b>Note:</b> Appointment letters and Practical completion certificates will not be considered  <b>(To be attached)</b>	No Reference letter = <b>0%</b>  1 References Letter= <b>5%</b> 2 References Letters= <b>10%</b> 3 References Letters= <b>15%</b> 4 References Letters= <b>20%</b> 5 References Letters= <b>25%</b> 6 References Letters= <b>30%</b>  <b>(To be attached)</b>	<b>30%</b>

No	Evaluation Criteria	Proof Required	Score Allocation	Weighting (%)
	Reference letters from former clients confirming successful implementation to assist in evaluating required experience.			
11.3	<p><b>Armed response supervisor's qualifications, skills and experience</b></p> <p>One (01) comprehensive CV to demonstrate experience as well as a qualification (<b>certified copies must be attached</b>).</p> <p><b>PSIRA Grade "B" or Higher.</b></p> <p><b>PSIRA Armed Response.</b></p> <p><b>SAPS Firearm competency certificate.</b></p>	<p><b>A comprehensive CV and PSIRA Registration Grade B with Armed response and SAPS firearm competency certificate.</b></p> <p><b>(certified copies must be attached).</b></p>	<p>1.Relevant qualification with 3 to 5 years relevant experience and registration with PSIRA Grade "B" or Higher and Armed response = <b>(10%)</b></p> <p>2.Relevant qualification with 1 to 2 years' experience and registration with PSIRA. Grade "B" or Higher and Armed response=<b>5%</b></p>	<b>10%</b>
11.4	<p><b>Armed response officer's qualifications, skills and experience</b></p> <p>Two (02) comprehensive CVs to demonstrate experience as well as a qualification (<b>certified copies must be attached</b>).</p> <p><b>PSIRA Grade "C" or Higher.</b></p> <p><b>PSIRA Armed Response.</b></p> <p><b>SAPS Firearm competency certificate.</b></p>	<p><b>A comprehensive CV and PSIRA Registration Grade C with Armed response and SAPS firearm competency certificate.</b></p> <p><b>(certified copies must be attached).</b></p>	<p>1.Relevant qualification with 3 to 5 years relevant experience and registration with PSIRA Grade "C" or Higher and Armed response = <b>(10%)</b></p> <p>2.Relevant qualification with 1 to 2 years' experience and registration with PSIRA. Grade "C" or Higher and Armed response=<b>5%</b></p>	<b>10%</b>

No	Evaluation Criteria	Proof Required	Score Allocation	Weighting (%)
11.4	<p><b>Proposed Methodology</b></p> <p>Bidders must submit (as part of their functional proposal) a comprehensive Project Execution Plan (PEP) and Implementation plan comprising the approach to managing the following aspects of the project:</p> <p><b>Project Execution plan</b></p> <ul style="list-style-type: none"> <li>• Security risk assessment</li> <li>• Deployment of armed response officers.</li> <li>• Training</li> <li>• Equipment's including (armed response) patrol vehicle to be stationed within 10km radius away from NHLS Sandringham.</li> <li>• Responding Time</li> </ul> <p><b>Implementation Plan</b></p> <ul style="list-style-type: none"> <li>• Site Survey</li> <li>• Training on firearm handling and emergency response</li> <li>• Patrol and Monitoring</li> </ul>	<p><b>A comprehensive Project execution plan and implementation plan indicating all items listed.</b></p> <p><b>(To be attached)</b></p>	<p>Project and Implementation plan submitted = <b>10%</b></p> <p>Project Execution Plan (PEP)=<b>5%</b></p> <p>Implementation plan=<b>5%</b></p> <p>No Project execution plan and implementation=<b>0%</b></p>	<b>10%</b>

No	Evaluation Criteria	Proof Required	Score Allocation	Weighting (%)
	<ul style="list-style-type: none"> <li>Incident response</li> <li>Crisis and emergency management plan</li> <li>Performance Monitoring</li> <li>Client communication</li> </ul>			
11.5	<p>Service provider must provide proof of vehicle ownership of a minimum of two patrol vehicles. The vehicles must reflect ownership by the company director/s or ownership by company, on an e-Natis certificate.</p> <p>Branded armed response patrol vehicle with mounted emergency lights, mounted two-way radio and demarcation tape).</p> <p><b>For a bidder to obtain the scores, photos of the branded vehicles and e-Natis certificate must be attached.</b></p>	<p><b>Submit proof of vehicles ownership of a branded armed response patrol vehicle with mounted emergency lights, mounted two-way radio and demarcation tape).</b></p> <p><b>For a bidder to obtain the scores, photos of the branded vehicles and e-Natis certificate must be attached.</b></p>	<p><b>Proof of vehicle ownership</b></p> <p><b>No Vehicles=0%</b></p> <p><b>1-2 Vehicles=10%</b></p> <p><b>3 or More Vehicles=20%</b></p>	20%
11.6	<p><b>Locality - Proof of address Business Premises</b></p> <p>The bidders must provide location details (provide proof of address of business premises / offices / workshops / factories) where their business operates from.</p>	<p><b>Please provide proof of business premises / offices / workshops / factories location (e.g. Utilities Bill and/or Lease Agreement and/or Letter from Council/ Local Municipality required).</b></p>	<p><b>Proof of Address:</b></p> <p>Within City of Johannesburg Area=<b>10%</b></p> <p>Outside City of Johannesburg (But Within Gauteng Province) =<b>5%</b></p> <p>No proof submitted=<b>0%</b></p>	10%

No	Evaluation Criteria	Proof Required	Score Allocation	Weighting (%)
TOTAL				100%

## 12. THE EVALUATION PROCESS

The RFQ will be evaluated by the Mandatory Evaluation Team and the successful service provider will be selected based on a three-phased approach (3-Stages):

### **Stage 1: Administrative Requirements:**

All incomplete submissions and respondents who do not meet the minimum requirements at quotation submission will be eliminated from further evaluation

### **Stage 2: Mandatory (Technical) Requirements:**

All incomplete submissions and respondents who do not meet the minimum requirements at quotation submission will be eliminated from further evaluation.

### **Stage 3: Price and Specific Goals**

The final evaluation phase will be based on **Price and Specific Goals**.

- a) Determination of Percentage for Price – 80 points,
- b) Determination of level for for Specific Goals – 20 points.

## STAGE 1: ADMINISTRATIVE COMPLIANCE

- Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the Bid documents.
- At this stage, it must be determined what documents are required to be returned by Bidders. Returnable documents are categorized as follows:

### **a) Mandatory Returnable Documents (to be returned by Bidders)**

**(NOTE: Failure to provide the below listed documents WILL lead to disqualification)**

1. The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).</b>		

2. Fully completed and signed Declaration of Interest SBD 4 6.1.	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4</b>		

3. Fully completed and signed RFQ document and initial each page.	<b>Comply</b>	<b>Do Not Comply</b>

**Substantiation: The bidder must submit and attach to the bid response the fully completed and signed RFQ document. Bidder to initial each page of the RFQ document.**

4. Bidder <i>must</i> complete the pricing Schedule (Pages 7 and 8).	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response fully completed pricing Schedule (Pages 7 and 9).</b>		

5. TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter.	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response a valid TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter issued by the South African Revenue Services (SARS).</b>		

6. The bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the CSD Summary Report	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response an <b>updated CSD Registration Report within the RFQ advert period.</b></b>		

**b) Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor**

1. B-BBEE Certificate and/or Affidavit. Fully completed and signed preferential points claim form SBD 6.1.	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.</b>		

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### **13. FORM OF OFFER (SBD 7)**

#### **Offer**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

-----  
-----

The tenderer, identified in the offer signature block, has examined the documents listed in the submission data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:**

Rand. ....  
.....

..... (in words);

R ..... (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the submission data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s) .....

Name(s) .....

Capacity .....

**for the tenderer**

(Name and .....

address of organization/) .....

..

.....

Name and signature of witness ..... Date .....

**14. SCHEDULE OF WORK CARRIED OUT BY THE BIDDER**

The bidder must indicate in the spaces provided below a complete list of similar contracts awarded over the last five (5) years, including the current contract (if any). This information shall be deemed to be material to the award of this bid.

Company Name	Nature of work	Value of the work	Contact person & contact number	Duration of the project (Start and end date)


Signature of person authorized to sign the bid: \_\_\_\_\_

Date: \_\_\_\_\_ DECLARATION OF INTEREST

## 15. SBD4

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

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

Where a person/s are 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 Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state

employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

---

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

.....

.....

Signature

Date

.....

.....

Position

Name of bidder

## SBD 6.1

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

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

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

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#### 1. GENERAL CONDITIONS

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

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

#### 1.2 To be completed by the organ of state

- a) The 80/20 preference point system will be applicable in this tender/RFQ. The lowest/ highest acceptable tender will be used to determine the accurate system once bidders are received.

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

(a) Price; and (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

#### 2. DEFINITIONS

- (a) **“bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**(e) “Historically Disadvantaged Individual (HDI)”**

i. Means a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (“The Interim Constitution”) and  
/or

ii. Who is a female; and/or

iii. Who has a disability

(f) **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

(g) **“Youth”** Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)

**“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or group of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

### **3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

#### **3.1. POINTS AWARDED FOR PRICE**

##### **3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### **4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the 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 tender:

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

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

then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

### **Points awarded for historically disadvantaged individuals**

Preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed

$$NEP = NOP \times \frac{EP}{100}$$

Where

- NEP = Points awarded for equity ownership by an HDI
- NOP = The maximum number of points awarded for equity by an HDI in that specific category
- EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification certificate for every separate tender

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

(Note to organs of state: Where 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The bidder must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage Owned (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	6	%	
Woman	4	%	
Disabled	1	%	
Youth	4	%	
Locality <ul style="list-style-type: none"> <li>City of Johannesburg = 5</li> <li>Gauteng Province = 2</li> <li>National = 0</li> </ul>	5		
<b>Total Points</b>	<b>20</b>		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. 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

4.6. 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 tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the 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

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**16. CERTIFICATES OF ACQUAINTANCE WITH RFQ TERMS AND CONDITIONS AND APPLICABLE DOCUMENTS**

**16.1 AUTHORITY FOR SIGNATORY**

Signatories for close corporations and companies shall confirm their authority **by attaching to this form** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

**An example for a company is shown below:**

"By resolution of the board of directors passed on \_\_\_\_\_ 20\_\_\_\_\_  
\_\_\_\_\_

Mr

\_\_\_\_\_ ha

s been duly authorized to sign all documents in connection with the

Tender for Contract \_\_\_\_\_  
\_\_\_\_\_

No \_\_\_\_\_ and any Contract, which may arise there from on behalf of

---

SIGNED ON BEHALF OF THE COMPANY:

IN HIS CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

AS WITNESSES: 1 \_\_\_\_\_

2 \_\_\_\_\_