



**INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR SECURITY SERVICES**

**ADVERT DATE:** 08 JULY 2021

The briefing sessions will not take place due to COVID – 19. Bidders are to forward enquiries to Ms. Mmatsie Mashao at (011) 688 7843; fax: (011) 688 7899; or e-mail: [mmashao@jda.org.za](mailto:mmashao@jda.org.za) or to Mr. Siyambonga Gcobo at tel: (011) 688 7811; fax (011) 688 7899; or e-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za).

**CLOSING DATE:** 11 AUGUST 2021

**CLOSING TIME:** 12H00pm

**BID NUMBER:** JDA/SEC-NETOWN/21

**BID DESCRIPTION:** RFP - PROVISION OF SECURITY SERVICES FOR THE NEWTOWN PRECINCT MAINLY MARY FITZGERALD SQUARE AND NEWTOWN PARK FOR A PERIOD OF THREE (3) YEARS.

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (former President Street), the Bus Factory, Newtown, Johannesburg, 2000

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE** (see definition below)

\* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Procurement

**Tel:** 011 688 7811 **Fax:** 011 688 7899

**Contact Person:** Mr Siyambonga Gcobo

**E-mail:** [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

**ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:**

**Department:** Facilitation

**Tel:** 011 688 7810 **Fax:** 011 688 7899

**Contact Person:** Ms. Mmatsie Mashao

**E-mail:** [mmashao@jda.org.za](mailto:mmashao@jda.org.za)

**PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.**

RFP - SECURITY SERVICES FOR THE NEWTOWN PRECINCT MAINLY MARY FITZGERALD SQUARE AND NEWTOWN PRECINCT PARK FOR 36 MONTHS

**OFFER**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER.....

BID NUMBER.....

BID DESCRIPTION.....

POSTAL ADDRESS.....

STREETADDRESS.....

CONTACT PERSON .....

TELEPHONE NUMBER      CODE .....      NUMBER .....

CELLPHONE NUMBER .....

FACSIMILE NUMBER      CODE .....      NUMBER .....

E-MAIL ADDRESS.....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER.....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER.....

TOTAL BID PRICE.....excluding Value Added Tax

TOTAL BID PRICE IN WORDS .....

.....  
excluding Value Added Tax

SIGNATURE OF BIDDER .....

CAPACITY UNDER WHICH THIS BID IS SIGNE.....

DATE.....

**To all our stakeholder**

**RE: The channels of reporting fraudulent and Corrupt Activities**

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees. To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combating fraud and corruption. The City took a decision to centralized the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent service providers.

All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities.

**Anyone can report fraudulent and corrupt activities through one of the following channels:**

- Toll free number .....0800 002 587
- Toll free Fax 0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address ..... anticorruption@tip-offs.com
- Web site: www.tip-off.com
- Free post: Free post, KNZ 138, Umhlanga, 4320



Let's join hands to take up the Fight against Fraud and Corruption in our society.

# JOHANNESBURG DEVELOPMENT AGENCY

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**BID DESCRIPTION:** RFP: PROVISION OF SECURITY SERVICES FOR THE NEWTOWN PRECINCT MAINLY MARY FITZGERALD SQUARE AND NEWTOWN PARK FOR A PERIOD OF THREE (3) YEARS.

**BID NUMBER:** JDA/SEC-NETOWN/21

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**Tender advertisement: 08 JULY 2021**

**Closing date and time: 11 AUGUST 2021**

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**JULY 2021**

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### ANNEXURES

- A : Business Declaration
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- E : MBD9 Certificate of Independent Bid Determination
- F : Declaration on state of municipal account
- G : Organogram

## **COPY OF ADVERT**

### **TENDERING PROCEDURES**

#### **Tender Notice and Invitation to Tender**

**BID DESCRIPTION:** RFP: PROVISION OF SECURITY SERVICES FOR THE NEWTOWN PRECINCT MAINLY MARY FITZGERALD SQUARE AND NEWTOWN PARK FOR A PERIOD OF THREE (3) YEARS.

**BID NUMBER:** JDA/SEC-NETOWN/21

Johannesburg Development Agency (JDA) is responsible for the management and operations of a portion of the Newtown Precinct. The functionality of the precinct including its cultural programming and events. The aim is to ensure Newtown stakeholders live, work, and play in a safe environment. JDA invites experienced service providers which are PRISA compliant to provide Grade "C" security services at the Mary Fitzgerald Square, Newtown Park and the peripheries of these City owned sites for a period of three (3) years.

Documents can be downloaded from the JDA website: [www.jda.org.za](http://www.jda.org.za) and e-Tender portal [www.etenders.gov.za](http://www.etenders.gov.za) from the 08 July 2021 must only be submitted on the tender documents that are downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

The briefing sessions will not take place due to COVID – 19. Bidders are to forward enquiries to Ms. Mmatsie Mashao at (011) 688 7843; fax: (011) 688 7899; or e-mail: [mmashao@jda.org.za](mailto:mmashao@jda.org.za) or to Mr. Siyambonga Gcobo at tel: (011) 688 7811; fax (011) 688 7899; or e-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za) or to Ms. Claudia Mahlaule at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: [cmahlaule@jda.org.za](mailto:cmahlaule@jda.org.za).

The last day to received queries is the 04 August 2021 at 17H00 and queries received after will not be entertained.

**The closing date and time for receipt of tenders is 12:00pm on 11 August 2021. to be delivered into the JDA tender box at the offices of the JDA Bus Factory premises at no. 3 Helen Joseph Street, Newtown. Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted.**

Queries that are procurement related to this tender document and may be addressed to Mr. Siyambonga Gcobo at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za) or to Ms. Claudia Mahlaule at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: [cmahlaule@jda.org.za](mailto:cmahlaule@jda.org.za).

Technical queries or queries relating to the project may be addressed to Ms. Mmatsie Mashao at (011) 688 7843; fax: (011) 688 7899; or e-mail: [mmashao@jda.org.za](mailto:mmashao@jda.org.za).

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with successful tenderer.

**"WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587".**

## 1. **INTRODUCTION**

The Johannesburg Development Agency (JDA) is responsible for the management and operations of a portion of the Newtown Precinct. The functionality of the precinct including its cultural programming and events. The aim is to ensure Newtown stakeholders live, work, and play in a safe environment.

The invitation to bid is extended to all experienced and qualified service providers are required to provide a PSIRA Registered Grade C security services primarily to Mary Fitzgerald Square, Newtown Park and the peripheries of these City owned sites.

The service provider is required to conduct active patrols over weekends, after hours and on public holidays, for the day and nightshift in the precinct mainly Mary Fitzgerald Square, Newtown Park and the peripheries of these City owned sites (further detail provided below) for 36 months and not limited to monitoring services, of the premises and its buildings and to guard against vandalism, theft and unauthorized intrusions.

The services should be cost effective as well as of the best quality. It is expected that the service provider implements best practices in all aspects of service delivery and that all of security personnel are adequately trained to fulfil their functions to a high standard.

The successful service provider must comply with Covid 19 regulations and is required to provide on a regular basis personal protective equipment (PPE) for its security personnel on site consistently according to the Health and Occupation standards.

## 2. **SCOPE OF WORK**

### 2.1 **Operational and Physical Security**

- 8 x security guards day shifts
- 7 x security guards night shift
- 1 x site supervisor day shift
- 1 x site supervisor night shift

### 2.2 **Supervisor and Security Team**

The Security Company must avail a competent and qualified security professional to act as interface between the security company and the JDA Coordinator.

The Security supervisor will be responsible for the following:

- Provide for on call availability of security management for incidents occurring throughout the 24hrs cycle
- Be aware of security environments and advise the JDA of any adverse situation
- Advise the JDA of any significant deterioration of the security environment and in consultation with the JDA recommend actions to minimise risk
- Maintain liaison with local crime prevention, South African Police services and other security companies in the precinct.

- Immediately notify the coordinator of all known major incidents or physical violence or assaults and Co-ordinate site security in line with the requirements of the JDA and in accordance with direction provided by the coordinator,
- Compile monthly reports of incidents that take place in the precinct and conduct monthly meetings and ad-hoc meeting should a need arise,
- Ensure that security personnel are well presentable (must have full branded uniform to cater for all types of weather conditions).
- Ensure 100% attendance and on time arrivals on duty of all security personnel for the day and night shift.
- Ensure adequate suitable security equipment and resources on site.

- **Security Team**

The security personnel are expected to actively monitor the site through walkabouts, linkages to control room and law enforcement services for infringements and act as ambassadors for the broader Newtown Precinct.

- Render effective access control for parking facilities under security management
- The security guards on duty may be required to clock in at hourly intervals
- Provisioning of an Area base radio station to communicate with the control center must be supplied and operated by the guards
- Security personnel must initiate corrective actions when incidences occur, emergencies or other unlawful activities. These actions may include but are not limited to calling the JDA Coordinator, the South African Police Services, ambulance, JMPD etc.
- Ensure control of access to the two open spaces for events/bookings/film shoots according to booking roster (to be provided) 48 hours before event/booking/film shoot). Ensure that, all companies / stakeholders produce a booking confirmation letter before setting up on site.

## 2.3 Deployment plan

The indicative deployment plan is outlined below; however the JDA reserves the right to reallocate security within the precinct to best meet the safety objectives in the area: *Site Supervisor must Patrol all Posts hourly*

### Staff compliment on site per shift:

Site Unit	Name of site	Day Shift	Night Shift
Unit A	Mary Fitzgerald Square & under M1 bridge	2	2
Unit B	Cnr Lilian Ngoyi Street and Henry Nxumalo 2001	3	2
Unit C	Newtown Precinct Park and Sci-Bono Overflow parking	2	2
Unit D	Vuyani Dance & Old Market Theatre Administration Building	1	1
Unit A- D	<b>Site Supervisor</b>	1	1
<b>TOTAL NUMBER OF GUARD PER SHIFT</b>		9	8

The image below is of the Newtown precinct. The focus area for the service providers are indicated below. The service provider will be required to agree upon the allocation of resources within this demarcated precinct and provide co-coordinative support with other service providers operating in the broader Newtown precinct.



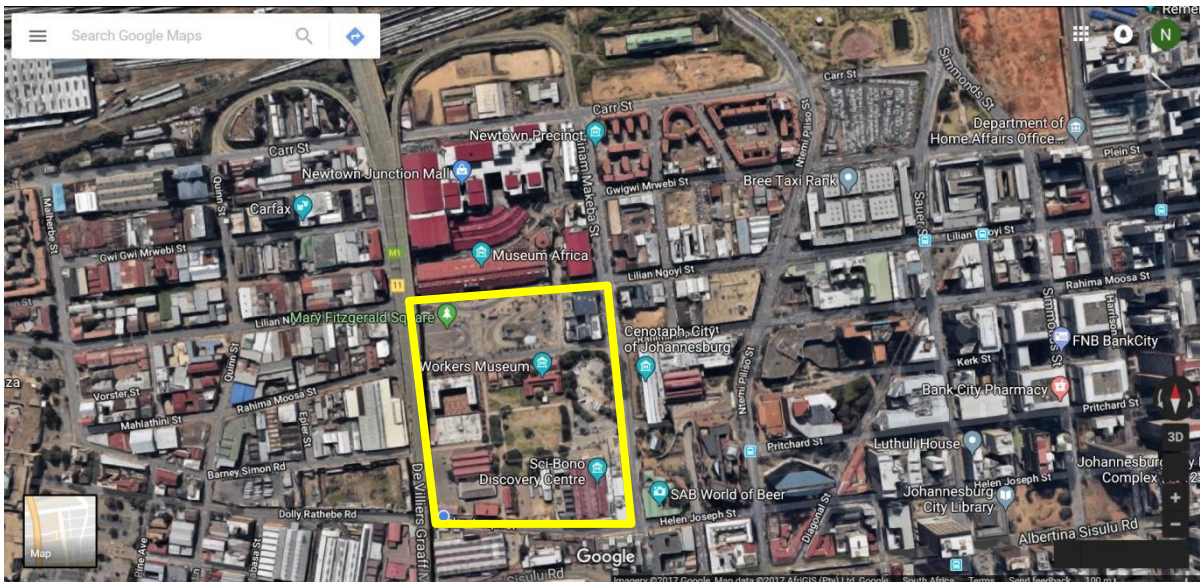


Figure 1- Area = approximately 77 000m2.

### 3. PRICING TABLE

The basis for fee proposals is outlined in item 4.1 below. Tenderers are to replicate the table below and submit as part of their fee proposal and the total fee must be carried to the “Offer” page. Failure to price as required will result in the tender being disqualified for non-compliance.

**Bidders to incorporate/factor in the annual PSIRA price increase for year 1,2 and 3 on their pricing based on the on the CPI (Consumer Price Index CPI in South Africa) and estimates for the other years.**

Year 1			
Part - A			
No. Of Resources	Deployment plan of Grade C Guards	Fee/Amount Excluding VAT per Month	Total for (12 Months)- Excl VAT
9 x	Dayshift Guards	R	R
8 x	Nightshift guard	R	R
1 x	Day shift Supervisor	R	R
1 x	Night Shift Supervisor	R	R
<b>Subtotal for part – A (excluding vat)</b>		<b>R</b>	<b>R</b>
Part - B			
QTY	Material & Equipment	Unit Price (vat excl)	Price (vat excl)
17	Pepper Spray	R	R
17	Baton	R	R
1 x	Supply and installation of a Wooden Guard House that is all inclusive of all necessary items to cater and accommodate security personnel in a humane manner:  <b>Specification:</b> <ul style="list-style-type: none"> <li>• High Walls 1.8m</li> <li>• Walls - 65mm wide X12mm thick</li> <li>• Floor - Planks: 100mm wide X 22mm thick</li> <li>• Base Frame: 50mm X 38 mm</li> <li>• Wall frame: 38mm X 38mm</li> </ul>	R	R
17 x	Double locking handcuffs	R	R
17 x	Insured two-way radios	R	R
<b>Subtotal for part – B (excluding vat)</b>		<b>R</b>	<b>R</b>
<b>Total amount for Year 1: Part A + B (excluding vat)</b>		<b>R</b>	<b>R</b>

<b>Year 2</b>			
<b>Part - A</b>			
<b>No. Of Resources</b>	<b>Deployment plan of Grade C Guards</b>	<b>Fee/Amount Excluding VAT per Month</b>	<b>Total for 12 Months - Excl VAT</b>
9 x	Dayshift Guards	R	R
8 x	Nightshift guard	R	R
1 x	Day shift Supervisor	R	R
1 x	Night Shift Supervisor	R	R
<b>Subtotal for part – A (excluding vat)</b>		<b>R</b>	<b>R</b>
<b>Part - B</b>			
<b>QTY</b>	<b>Material &amp; Equipment</b>	<b>Unit Price (vat excl)</b>	<b>Price (vat excl)</b>
17	Pepper Spray	R	R
17	Baton	R	R
1 x	Supply and installation of a Wooden Guard House that is all inclusive of all necessary items to cater and accommodate a security personnel in a humane manner: <ul style="list-style-type: none"> <li>• <b>Specification:</b></li> <li>• High Walls 1.8m</li> <li>• Walls - 65mm wide X12mm thick</li> <li>• Floor - Planks: 100mm wide X 22mm thick</li> <li>• Base Frame: 50mm X 38 mm</li> <li>• Wall frame: 38mm X 38mm</li> </ul>	R	R
17 x	Double locking handcuffs	R	R
17 x	Insured two-way radios	R	R
<b>Subtotal for part – B (excluding vat)</b>		<b>R</b>	<b>R</b>
<b>Total amount for Year 2: Part A + B (excluding vat)</b>		<b>R</b>	<b>R</b>

<b>Year 3</b>			
<b>Part - A</b>			
<b>No. Of Resources</b>	<b>Deployment plan of Grade C Guards</b>	<b>Fee/Amount Excluding VAT per Month</b>	<b>Total for (12 Months)- Excl VAT</b>
9 x	Dayshift Guards	R	R
8 x	Nightshift guard	R	R
1 x	Day shift Supervisor	R	R
1 x	Night Shift Supervisor	R	R
<b>Subtotal for part – A (excluding vat)</b>		<b>R</b>	<b>R</b>
<b>Part - B</b>			
<b>QTY</b>	<b>Material &amp; Equipment</b>	<b>Unit Price (vat excl)</b>	<b>Price (vat excl)</b>
17	Pepper Spray	R	R
17	Baton	R	R
1 x	Supply and installation of a Wooden Guard House that is all inclusive of all necessary items to cater and accommodate security personnel in a humane manner: <b>Specification:</b> <ul style="list-style-type: none"> <li>• High Walls 1.8m</li> <li>• Walls - 65mm wide X12mm thick</li> <li>• Floor - Planks: 100mm wide X 22mm thick</li> <li>• Base Frame: 50mm X 38 mm</li> <li>• Wall frame: 38mm X 38mm</li> </ul>	R	R
17 x	Double locking handcuffs	R	R
17 x	Insured two-way radios	R	R
<b>Subtotal for part – B (excluding vat)</b>		<b>R</b>	<b>R</b>
<b>Total amount for Year 1: Part A + B (excluding vat)</b>		<b>R</b>	<b>R</b>

<b>Total amount (excluding vat) for Year 1 + 2 + 3 (that are for Part A + B to correctly transferred to the offer page)</b>	<b>R</b>
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**The TOTAL (excl vat) must be carried to the "Offer" page. Failure to price as indicated above will lead to tenderers bids being disqualified.**

RFP - SECURITY SERVICES FOR THE NEWTOWN PRECINCT MAINLY MARY FITZGERALD SQUARE AND NEWTOWN PRECINCT PARK FOR 36 MONTHS

#### 4. **Notes**

- 4.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 4.2 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 4.3 Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, and stakeholders; (b) site meetings and inspections; and (c) consultations with relevant persons and authorities. This needs to be taken into consideration in the tenderer's fee proposal.

#### 5. **PROPOSAL CONTENT**

The bidder's submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should **use the same item numbers as below.**

The following minimum documentation must be provided:

- 5.1 THE "OFFER" (vat excl) PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 5.2 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.**
- 5.3 A valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit a sworn affidavit confirming the following:
- Annual turnover revenue of between R10 million and R 50 million or less; and
  - Level of black ownership
- 5.4 Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 5.5 Company registration documents.
- 5.6 A certified copy of the bidder's **Professional Indemnity Insurance certificate** indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R1m is required for this project.
- 5.7 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. *(lease agreement)*
- 5.8 An Audited financial statements for the past three years.
- 5.9 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 5.10 The bidding entity's certificates of membership/s to industry bodies.
- 5.11 The forms A to G annexed, must be scrutinized, completed in full and submitted together with your quotation.
- 5.12 A corporate brochure alternatively **a brief summary** of the entity's background.

5.13 Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed:

- Organogram (service provider to provide)
- role/s and responsibility/ies on this project
- relevant qualifications and attach proof hereof
- number of years of relevant experience in the industry **and** in the proposed role
- detailed CV's for each member of the team noting their specific relevant project experience [**project description, role and responsibilities, project value**]
- individual memberships to professional associations and attach proof hereto.

5.14 A schedule of completed contracts of a **similar** nature to this project ie. provision of security services in a precinct or public open space.

The following details **must** be included on the schedule:

- Description of the project
- Service rendered
- Name of employer / client and their representative's contact details
- Cost of the project/services
- Fee obtained for services
- Date of completion
- Letter of reference on the client's letterhead or with the client's company stamp that confirms project scope of work, service rendered and project value

5.15 A schedule of **current** contracts. The following details **must** be included on the schedule:

- Description of the project
- Service rendered
- Name of employer / client and their representative's contact details
- Cost of the works
- Fee to be obtained for services
- Expected date of completion

Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 5 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.**

#### **Note for consortium and joint ventures**

- **EACH party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 5**
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBEE scorecard as if they were a group structure and that such a consolidated BBEE scorecard is prepared for every separate tender. `

## 6 . ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

### 6.1 Compliance

Bidder's will be disqualified:

- Bidder must provide valid PRISA certificate for the company
- Bidder must provide a valid PRISA certificate for each security personnel as per the indicated compliment,
- If any of its directors are listed on the register of defaulters;
- A bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
- Whose tax matters have not been declared to be in order by the South African Revenue Services;
- Who is not registered with the National Treasury Central Supplier Database;
- Who did not complete, in full, the tender offer page (ie. priced, all registration numbers provided and signed);
- Who's tender document has been completed in pencil;
- Who's tender document has been faxed;
- Who's tender document has been received after the closing time;
- Who's tender document has not been deposited in the tender box at the time of closing;
- Who failed to price as required i.e. as stipulated in item 4 herein.
- Who did not comply with any other requirement as set out in the tender specifications.
- Who is in the employment of the state.
- Who are not registered with the National Central Supplier Data Base.

### 6.2 Technical Assessment

The technical assessment is based on the criteria set out below namely:

- (i) Key returnable documents,
- (ii) Company experience (in line with item 5.14 above)
- (iii) Company registration
- (iv) Key personnel (in line with item 5.13 above) and
- (v) Contactable references (must be for the same projects as indicated item (ii) Company experience above will be consider)

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation to be considered further in the evaluation process.

**Total points = 139 and required to score a minimum of 83 points (60%)**

(i) KEY RETURNABLE	Total Points	Criteria	Description of Criteria	Points
A	14	Company registration documents	Points will only be allocated for key returnable documents	N/A

	Current municipal account	submitted	N/A
	3 Years of audited financial statements		N/A
	Certified copies of directors / partners identity documents		N/A
	Forms A to G - completed in full and signed		14

(ii) COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
<b>B</b> Company Experience and Track record on provision for security services in <b>Public Open Spaces</b>	<b>50</b>	Five or more projects completed	Points will only be allocated for precinct security services	50
		Three to four projects completed	Project information contained elsewhere in the tender submission will <b>not</b> be considered.	30
		One to two project completed		20
(iii) COMPANY REGISTRATION	Total Points	Criteria	Description of criteria	Points
<b>C</b> Evidence of company registration with Private Security Industry Authority (PSIRA)	<b>15</b>	15 points allocated for attached <b>valid</b> PSIRA certificated copy for the duration of the contract	Points will only be allocated for providing a valid PSIRA Certified	15
		0 points if certificates not attached or not valid.		0
(iv) KEY PERSONNEL	Total Points	Criteria	Description of criteria	Points
<b>D</b> Provide individual detailed CVs and valid Grade C PSIRA certificate for entire required security staff compliment	<b>10</b>	10 Points allocated for attached valid PSIRA certified certificate of proposed team members	Bidder must include detailed CV of proposed team members and valid PSIRA certificate for the compliment of 17 security personnel.  Zero points will be allocated where a bidder has not provided valid PSIRA certificate and CVs for the proposed team members of a compliment of 17 security staff personnel.	10
(v) CONTACTABLE REFERENCES	Total Points	Criteria	Description of criteria	Points
<b>D 1</b> Contactable reference (on client letter head) as per provision Security service that	<b>50</b>	Five or more satisfactory references	Points will only be allocated for references on similar projects	50
		Three to four satisfactory references		30
		One to two satisfactory	References <b>must</b> be on the client's letterhead or on a	20

<p>and are for the same projects indicated item (ii) Company experience above will be consider.</p>		<p>references</p>	<p>document stamped by the client and <b>must</b> confirm the project description, services rendered and values in order to obtain the points.</p> <p><b>If any of the required information does not appear in the reference, zero points will be awarded.</b></p>	
---	--	-------------------	--	--

### 6.3 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

The below will apply to the services required for this project (80:20)

- For tenders up to R 50 million
  - 80 points are assigned to price
  - Up to 20 points are assigned to BBBEE status per the table under item 7.3.1
- Points scored will be rounded off to the nearest 2 decimal places
- Bidders are to note that JDA does not bind itself to accept the lowest priced bid.

#### 7.3.1 Points awarded for BBBEE status level

Having completed a technical evaluation, points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The following table is applicable in this regard:

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
<b>Non-Compliant contributor</b>	<b>0</b>

Notes:

- 7.3.1.1 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act ( Act No.53 of 2003).

- 7.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates or certified copy issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable. **FAILURE TO SUBMIT A BBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBEE.**
- 7.3.1.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 7.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 7.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 7.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 7.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.
- 7.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 7.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.

7.3.2 Formula for scoring tender price

The following formula will be used to calculate the points for price.

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

Where

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

$P_t$  = Comparative price of tender under consideration

$P_{min}$  = Comparative price of lowest acceptable tender

$X$  = Points assigned to price

7.3.3 The total preference points for a tender are calculated with the formula

$$PP = P_s + P_{bee} \text{ Where}$$

$PP$  is the total number of preference points scored by the tenderer

$P_s$  is the points scored for the comparative price of the tenderer, and

$P_{bee}$  is the number of points awarded to the tenderer based on his certified B-BBEE status level.



## 7. Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts are:

- The greater of R 8million or four contracts / projects in the current financial year or
- The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year).

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

Bidders will be requested to attend interview should there be a need for clarity.

The validity period of the tender  
is 12 weeks. certified B-BBEE  
status level

## 8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The completed tender document shall be placed in a sealed envelope.  
The words:

“RFP - PROVISION OF SECURITY SERVICES FOR THE NEWTOWN PRECINCT MAINLY MARY FITZGERALD SQUARE AND NEWTOWN PARK FOR A PERIOD OF THREE (3) YEARS”.

must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the offices of the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street ( former President Street), Newtown** only between the hours of 08H00 and 12H00.

**The Tender closes at 12h00 on the 11<sup>th</sup> of August 2021.**

Envelopes will be stamped on receipt. There will be a public opening of tenders.

**NO LATE / TELEPHONIC /E-MAILED/ FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.**

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender and no correspondence will be entered into.

**ANNEXURE A: BUSINESS DECLARATION**

**Tender/RFP Number** : .....  
**Tender/RFP Description** : .....

**Name of Company** : .....  
**Contact Person** : .....  
**Postal Address** : .....

**Physical Address** : .....

**Telephone Number** : .....  
**Fax Number** : .....  
**Cell Number** : .....  
**E-mail Address** : .....

**Company/enterprise Income Tax Reference Number** : .....  
(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

**VAT Registration Number** : .....  
**Company Registration Number** : .....

**1. Type of firm**

- Partnership
- One person business/sole trader
- Close corporation
- Public company
- Private company

(Tick one box)

**2. Principal business activities**

.....  
.....  
.....

3. Total number of years company has been in business: .....

4. Detail all trade associations/professional bodies in which you have membership

.....  
.....  
.....

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name? .....

6. How many permanent staff members are employed by the firm: Full

Time : .....

Part Time : .....

7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:

Full Time : .....

Part Time : .....

8. What is the enterprise's annual turnover for the last two years and what is the estimated turnover of current commitments from 1 July 2019 to 30 June 2020 (excl. VAT):

R .....	Year .....
R .....	Year .....
R .....	Year .....

**9. List all contracts which your company is engaged in and have not yet completed:**

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION ( MONTH & YEAR)

**10. Banking details**

I/We hereby request and authorise you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system known as the “ACB Electronic Fund Transfer Service” and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving **30 days** notice in writing.

**BANK** : .....

**BRANCH** : .....

**BRANCH CODE** : .....

**ACCOUNT NUMBER** : .....

**ACCOUNT HOLDER** : .....

**TYPE OF ACCOUNT** : .....

**CONTACT PERSON** : .....

**CONTACT NUMBER** : .....

*Please include letter from bank confirming banking details or a cancelled cheque*

Provision of Security Services for the Newtown Precinct mainly Mary Fitzgerald Square and Newtown Precinct Park for 36 months

**The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct:**

**SIGNATURE** : .....  
**NAME IN FULL** : .....  
**CAPACITY** : .....  
**DULY AUTHORIZED TO SIGN ON BEHALF OF:** .....  
**DATE** : .....

**COMPANY STAMP**

**ANNEXURE B : DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state\*.
  
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Position occupied in the company (director, trustees, shareholder\*\*) .....

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

**3.8** Are you presently in the service of the state\* **YES / NO**

If yes, furnish particulars

.....  
.....

**3.9** Have you been in the service of the state for the past twelve months? **YES / NO**

If yes, furnish particulars

.....  
.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....  
.....

Provision of Security Services for the Newtown Precinct mainly Mary Fitzgerald Square and Newtown Precinct Park for 36 months

**3.11** Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....  
.....

**3.12** Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....  
.....

**3.13** Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....  
.....

**3.14** Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars

.....  
.....

4. Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME).....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

- \* MSCM Regulations: "in the service of the state" means to be –
  - (a) a member of –
    - (i) any municipal council;
    - (ii) any provincial legislature; or
    - (iii) the national Assembly or the national Council of provinces;
  - (b) a member of the board of directors of any municipal entity;
  - (c) an official of any municipality or municipal entity;
  - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
  - (e) a member of the accounting authority of any national or provincial public entity; or
  - (f) an employee of Parliament or a provincial legislature.

\*\* "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.



**ANNEXURE C: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

Provision of Security Services for the Newtown Precinct mainly Mary Fitzgerald Square and Newtown Precinct Park for 36 months

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

Provision of Security Services for the Newtown Precinct mainly Mary Fitzgerald Square and Newtown Precinct Park for 36 months

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME)**

.....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

Provision of Security Services for the Newtown Precinct mainly Mary Fitzgerald Square and Newtown Precinct Park for 36 months

**ANNEXURE D : PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS**

(In the event of insufficient space, kindly attach documentation)

<b>CLIENT</b>	<b>ACCOUNT MANAGER</b>	<b>NATURE OF WORK</b>	<b>VALUE OF WORK</b>	<b>YEAR COMPLETED</b>

ANNEXURE D: PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS cont.

CLIENT	ACCOUNT MANAGER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

\*\*\* Organ of State means-

- ◆ a) a national or provincial department;
- ◆ b) a municipality;
- ◆ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ◆ d) Parliament;
- ◆ e) a provincial legislature;
- ◆ f) any other institution or category of institutions included in the definition of "organ of state" in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....  
 Signature  
 (of person authorised to sign on behalf of the organisation)

.....  
 Position

.....  
 Name of Bidder

.....  
 Date

**ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

RFP - SECURITY SERVICES FOR THE NEWTOWN PRECINCT MAINLY MARY FITZGERALD SQUARE AND NEWTOWN  
PRECINCT PARK FOR 36 MONTHS

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

do hereby make the following statements that I certify to be true and complete in

every respect: I certify, on behalf of:

\_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;

- (d) the intention or decision to submit or not to submit a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....  
Signature

.....  
Position

.....  
Bidders

.....  
Date



**ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS**

A Any bid will be rejected if:  
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

- i. Name of bidder: .....
- ii. Registration Number: .....
- iii. Municipality where business is situated .....
- iv. Municipal account number for rates: .....
- v. Municipal account number for water and electricity: .....
- vi. Names of all directors, their ID numbers and municipal account number.
  - 1. ....
  - 2. ....
  - 3. ....
  - 4. ....
  - 5. ....
  - 6. ....
  - 7. ....

C Documents to be attached.

- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....  
.....

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEXURE G: SCHEDULE OF COMPLETED CONTRACTS**

The tenderer shall list below a **maximum of 5 projects completed in the past 5 years of a similar nature** to this project i.e., Security services

CLIENT Company name and contact person's name, tel, cell & e-mail address	PROJECT Name and description	SERVICE RENDERED	PROJECT VALUE	COMPLETION DATE

**NOTE: Contactable references for the above listed projects must be provided. Said references MUST be on the client's letter head or on a document stamped and signed by client and must confirm the name of the project, description of the project, description of the service rendered, the value of the project, the completion date, and it must rate the service rendered.**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date



