

ADDENDUM FOR ANNEXURE A,B,C,D,E,F,G,H AND I FOR BID NUMBER: RFQ 25/26 - BCM – 0008
**APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SECURITY SERVICES AT MDANTSANE NU11
 SERVICE OFFICE – BUFFALO CITY METRO IN THE DEPARTMENT OF SOCIAL DEVELOPMENT,
 EASTERN CAPE FOR A PERIOD OF SIX (06) MONTHS**

ANNEXURE A: SCHEDULE OF EQUIPMENT AND VEHICLES AVAILABLE TO PERFORM WORK

1. EQUIPMENT

TYPE	QUANTITY		CONDITION OF EQUIPMENT REQUIRED
	REQUIRED	NUMBER AVAILABLE	
Control Room (Off Site)	1		
Base Radio	1		
Computers	1		
Telephones	1		
Communication Facilities (i.e. email)	1		
Handheld Radios	3		
Torches	3		
Battons	3		
Hand Cuffs	3		
Pepperspray	3		
Handheld Metal Detectors	1		
Belly Scope	1		

2. VEHICLES

TYPE	CAPACITY	REG. NO.

Bidder's name _____

Sign: _____

Date: _____

Designation: _____

ANNEXURE B:

List of References:

Name	Location	Value	Start Date	End Date	No.of Guards	Contact No.	Contact Person

Bidder's name_____

Sign: _____

Date: _____

Designation: _____

ANNEXURE C: INSTITUTION AND NUMBER OF SECURITY GUARDS

Area Office	Description	No. of Guards		Total No. of Guards
		Day Shift	Night Shift	
MDANTSANE NU 11 SERVICE OFFICE	Grade C	2	2	4 (Unarmed)
Total of deployment		2	2	4

ANNEXURE D: PRICING SCHEDULE

Name of the Building	Shift	Grade	Price per guard per grade per month	Total Price for all Guards Per grade per Month	Total Price for all Guards per grade for 06 months
MDANTSANE NU 11 SERVICE OFFICE	Day x 2 (Unarmed)	C			
	Night x-2 (Unarmed)				
SUB TOTAL 1: (TOTAL DIRECT COST)					R
MARK – UP AND OVERHEADS (compulsory to include not less than 10%) IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads per month % per month	R.....
SUB TOTAL 2: (TOTAL DIRECT COST, PLUS OVERHEADS AND PROFITS)					R
Vat 15%					R
Grand total					R

Bidder's name _____

Sign: _____

Date: _____

Designation: _____

ANNEXURE E: PAYMENT OF SECURITY GUARDS

Note: - Bidders must submit a complete breakdown of all cost as referred to in Collective Agreement concluded on 13 September 2022, which is to be provided during this period of contract:

Item	Description	Grade C Price Per Month
Salary	Wage as per the Minimum Wage Act	
Other costs: please specify below:		
PRICE PER GUARD PER MONTH		Grade C
TOTAL PER MONTH		Grade C
TOTAL FOR 06 MONTHS		Grade C
MARK – UP AND OVERHEADS IN RAND VALUE		
VALUE ADDED TAX (VAT)		
TOTAL BID PRICE FOR 06 MONTHS		

Bidder's name: _____

Sign: _____

Date: _____

Designation: _____

ANNEXURE F (CONFIDENTIAL WHEN COMPLETED)
(POST AWARD SUBMISSION BY SUCCESSFUL BIDDER WITHIN 7 DAYS)
QUESTIONNAIRE: SERVICE PROVIDER/COMPANY

Please note that failure to provide the requested information would result in the disqualification of the Service Provider /Company from the Security Screening process.

Registered name of Company/Service Provider:

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Trading name

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Details of Company/Service Provider:

Postal Address:
Physical Address:
Web Address:
Company / CC Registration No:
UIF no:
Workman's Compensation no:
PSIRA no: (Attach copy of certificate)
VAT no:
Tax (SARS) no: (Attach copy of certificate)
PAYE Reg. no.

List of Directors:

Attach: fingerprints form, Fingerprints consent form and a copy of ID (certified)

Director Full names:	Gender	ID No.

Previous convictions /Summons /Judgement /Adverse/Collections

Nature	Year	Outcome

List of employees that would render the service:

Full names:	Gender	ID No:

Previous convictions /Summons /Judgement /Adverse/Collections

Nature	Year	Outcome

Contracts previously awarded to Company/Service Provider:

Department:	Description:	Place:	Year:

Contact Persons at Company/Service Provider;

Name and Surname:	
Tel no:	
Cell no:	
E-Mail Address:	
Fax no:	

Name and Surname:	
Tel no:	
Cell no:	
E-Mail Address:	
Fax no:	

References/Contacts/acquaintances within the Department:

Names:	Position:	Relationship:

LOCAL ECONOMIC DEVELOPMENT PROCUREMENT FRAMEWORK DECLARATION FORM

The Honourable Premier in his State of the Province address in 2014 made a pronouncement to the effect that 50% of Provincial procurement should be spent on goods and services which are manufactured and supplied by SMMEs and Co-operatives from within the Province.

In order for the Province to achieve the above, the successful service providers must source the required goods/services with the Eastern Cape Province as per Local Economic Development Procurement Framework.

The details of the manufacturers of these goods are:

NAME MANUFACTURER/SERVICE PROVIDER (e.g. Siyazama Co- orp)	COMMODITY/SERVICE (e.g. Uniform)	LOCATION (e.g. East London)

I, the undersigned (Bidder's representative)

.....commit to procuring/sourcing the required goods from local manufacturers/distributors within the Eastern Cape Province where available and that 50% of the employees will be from the Local Municipality where the site is situated.

I accept that the Department of Social Development may invoke penalties as per General Conditions of Contract should I be misrepresenting the content contained herein this declaration.

.....
Signature

.....
Date

.....
Name of bidder

.....
Position

ANNEXURE “H”

PENALTIES

1 Where applicable the following penalties shall apply:

DESCRIPTION	REFERENCE
Cases where security officers are on duty without proper communication tool provided by the company	Implementation of clause 15.1 relating to penalties.
Cases where security is on duty without pocketbook and pen	Implementation of clause 15.1 relating to penalties.
Pocket and Occurrence book not written hourly	Implementation of clause 15.1 relating to penalties.
Cases where the security officer is on duty without an identity card, PSIRA identification and company card	Implementation of clause 15.1 relating to penalties.
Cases where security officer is on duty without means or instrument to determine time	Implementation of clause 15.1 relating to penalties.
Cases where security is without a flash light in working order	Implementation of clause 15.1 relating to penalties.
Unavailability of base radios where medium of communication is a radio	Implementation of clause 15.1 relating to penalties.
Driving of state vehicle without permission by security officers	Implementation of clause 15.1 relating to penalties. Immediate withdrawal from site of the security officer
Cases where the security service provider has no monitoring vehicle as required in terms of the SLA	Implementation of clause 15.1 relating to penalties.
No Parade and inspection	Implementation of clause 15.1 relating to penalties.

Post desertion by security officer	Implementation of clause 15.1 relating to penalties.
Illegal gathering/meeting by security officers at clients property	Implementation of clause 15.1 relating to penalties and written warning (1 st incident) Implementation of clause 15.1 relating to penalties and final written warning (2 nd incident) Immediate termination of contract(3 rd incident)
Non provision of standby security officers during industrial action by contractors' employees.	Implementation of clause 15.1 relating to penalties and written warning (1st incident) Implementation of clause 15.1 relating to penalties and final written warning (2nd incident) Immediate termination of contract(3rd incident)
Total withdrawal of security officers from site/camp/building for a period exceeding 12 hours	Immediate termination of employment
Under-payment of Labour rate in terms of the collective agreement, late Payment and Non-payment of security officer salaries by security service provider	Implementation of clause 15.1 relating to penalties and written warning (1 st incident) Implementation of clause 15.1 relating to penalties and final written warning (2 nd incident) Immediate Termination of contract (3 rd incident)
Late or non-submission of monthly and quarterly reports	Implementation of clause 15.1 relating to penalties
Unavailability of and non-submission or late submission of relevant documentation	Implementation of clause 15.1 relating to penalties
Failure to submit incident report within 24 hours of occurrence	Implementation of clause 15.1 relating to penalties
Non Availability of all relevant registers as per contract	Implementation of clause 15.1 relating to penalties

Use of Non PSIRA registered, including expired registrations guards on Departmental sites	Implementation of clause 15.1 relating to penalties per incident, per guard (1 st Occurrence) Termination of contract (2 nd occurrence)
Non-Availability of fully operating equipment as per the contract	Implementation of clause 15.1 relating to penalties
Non wearing of complete security uniform and required equipment on person at site	Implementation of clause 15.1 relating to penalties
Non-compliance with health and safety regulations relating to dog kennels	Implementation of clause 15.1 relating to penalties and written warning (1st incident) Implementation of clause 15.1 relating to penalties, reporting to relevant authorities and final written warning (2nd incident) Immediate removal of dogs from provided kennels for duration of contract (3rd incident)
Using of Departmental assets without permission	Implementation of clause 15.1 relating to penalties. Registering of criminal case for investigation. Removal of security officer from site.

2. In the event of security officer not on duty, posted late or found sleeping on duty, the following penalties shall apply:

Security Officer	Penalty
Shift Supervisor	R 1000.00 per guard per shift
Armed/unarmed Guards	R1500.00 per guard per shift
Loss of departmental assets OR damage to property caused by negligence of service provider	The service provider shall be liable for replacement of items or assets OR fixing damage caused.

ANNEXURE I (ABBREVIATED CV)

SECURITY OFFICERS NAME: _____

IDENTIFICATION NUMBER: _____

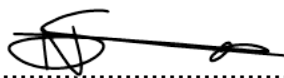
PSIRA NUMBER: _____

COMPANY	POSITION	DATE FROM	DATE TO	CONTACTABLE REFERENCE	
				NAME	PHONE NR.

I, _____, **(Security officers name)** herewith declare that the content included in this Annexure is correct and true. Any of the above-mentioned references can be contacted to verify the captured information for verification. A certified copy of my Matric / Grade 12 certificate is attached.

(Security Officers Signature)

(Date)


.....
Mrs N.V. Sithole
Acting District Director: BCM

..26 May 2025.....
Date