



**Chief Directorate: Supply Chain and Facilities Management**

**Directorate:** Demand and Acquisition Management; **Sub-Directorate:** Acquisition Management

184 Jeff Masemola Street, PRETORIA, 0001; Private Bag X833, PRETORIA, 0001

TEL: (012) 312 9518

## **ADDENDUM 1**

### **APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT (DALRRD) FOR THE KWAZULU NATAL PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**BID NUMBER: 5/2/2/1- DALRRD 0009(2022/2023)**

#### **Index**

- 1. The pricing schedule is revised to include the 36 months that was omitted on page 61 of 73 of the bid document under the Grade C guard.**
- 2. Page 23 of 73 of the SBD 6.1 paragraph 1.2 a) should have 80/20 and not 80/10 as per the original document. See attached page.**
- 3. Page 36 of 73 paragraph 10, On the evaluation criteria it should be in accordance with 80/20 preference points and not 90/10 as stipulated in the document.**

**NB: FAILURE TO SUBMIT THE REVISED ADDENDUM WILL RENDER YOUR BID NON-RESPONSIVE**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT (DALRRD) FOR THE KWAZULU NATAL PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**ACCEPTANCE AND INCORPORATION OF ADDENDUM**

I/We accept that Addendum No 1 forms part of the Tender Documents.

I/We confirm that I/we -

- (a) have noted the contents of this Addendum
- (b) have fully considered this Addendum
- (c) have incorporated the amendments and additions contained in this Addendum in my/our Tender for Tender No. **Bid number: 5/2/2/1- DALRRD 0009(2022-2023)**

SIGNED ON BEHALF OF THE TENDERER..... :

NAME OF SIGNATORY (BLOCK LETTERS)..... :

NAME OF TENDERER (BLOCK LETTERS)..... :

TENDERER'S ADDRESS : .....  
.....

TENDERER'S TEL NO : .....

TENDERER'S FAX NO : .....

SIGNATURES OF WITNESSES : 1. ....  
2. ....

NAMES OF WITNESSES (BLOCK LETTERS) : 1. ....  
2. ....

DATE : .....

Initials .....

**SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES**

<b>41 Bisset Street Portshepstone</b>		<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>AVERAGE NUMBER OF DAYS PER MONTH</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL</b>
<b>Grade C</b>	<b>QUANTITY REQUIRED</b>	<b><u>R</u></b>				<b><u>R</u></b>
FOR A NORMAL DAY SHIFT - MON TO FRI	2		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	1		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	1		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	1		12	6	36 months	
FOR A NIGHT SHIFT ON SATURDAY	1		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	1		12	6	36 months	
<b>ALL INCLUSIVE SUB- TOTAL</b>						<b>R.....</b>
<b>Guard House</b>	<b>QUANTITY REQUIRED</b>					<b>SUB TOTAL</b>

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

### 2. DEFINITIONS



## agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE DIRECTORATE: PHYSICAL SECURITY AND SPECIAL EVENTS  
184 Jeff Masemola Street, Pretoria, 0001  
Private Bag X833, Pretoria, 0001 Tel: 012 312 9150, Fax: 012 326 6953  
Email: Adrian.Ferreira@dalrrd.gov.za

### **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT (DALRRD) FOR THE KWAZULU NATAL PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

#### **1. BACKGROUND**

The DALRRD has various offices in the KwaZulu Natal Province which require security guarding services.

#### **2. SCOPE**

2.1 The DALRRD requires security guarding services at the following offices in KwaZulu Natal:

<b>KWAZULU NATAL OFFICES: PHYSICAL ADDRESS</b>	<b>TOTAL OFFICES</b>
45 Beacon Street Ladysmith Land Reform Office	1
Corner Voortrekker And Patterson Street Newcastle, Land Reform Office	1
158-160 Hoog Street Vryheid Land Reform Office	1
5th Floor ABSA Building, Lake View Richards Bay, Land Reform Office	1
40 Commercial Street, Durban, 4th Floor Restitution Office And 3rd Floor NARYSEC	1
83 Pieter Kechorf, Spatial Planning Building Pietermaritzburg	1
199 Pietermaritz Street, Pietermaritzburg Land Reform District Office	1
300 Pietermaritz Street, SG and Deeds Offices	1
41 Bisset Street Port Shepstone	1
188 Hoosen Haffejee Street, Pietermaritzburg, Provincial Land Reform Office	1
200 Church Street PIETERMARITZBURG, Restitution and Land Claims Commission	1
Storage SSC Management Pietermaritzburg	1
139 Langalibalele Pietermaritzburg, Restitution Lodgement	1
Msinga REID	1
270 Jabu Ndlovu Street Pietermaritzburg, PSSC	1
Laager Centre, PMB	1

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT (DALRRD) FOR THE KWAZULU NATAL PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**10 EVALUATION CRITERIA**

This bid shall be evaluated in three stages. During the first stage bids will be evaluated on functionality, the second stage evaluation is a site inspection and the third stage in accordance with 80/20 preference points system as stipulated below:

**10.1 FIRST STAGE -EVALUATION OF FUNCTIONALITY**

The evaluation of the functionality will be evaluated individually by members of Bid Evaluation Committee in accordance with the below functionality criteria and values:

The applicable values that will be utilized when scoring each criterion ranges from **1 being poor, 2 average, 3 being good, 4 very good and 5 being excellent.**

EVALUATION CRITERIA	APPLICATION	WEIGHTS
<p><b>Ability &amp; Capability</b></p> <p><b>Security Manager with PSIRA Grade A/B</b></p>	<p>Security manager with PSIRA Grade A/B and experience as a security manager on total security management operations.</p> <p><b>NB:</b> please attach personnel CVs entailing skills (interpersonal, writing and verbal)</p> <ul style="list-style-type: none"> <li>❖ <i>PSIRA Grade A/B certificate without experience or 0 – 1 year experience as a security manager on total security management operations– <b>Poor (1)</b></i></li> <li>❖ <i>PSIRA Grade A/B certificate with <b>more than 1 years and up to 3 years'</b> experience - <b>Average (2)</b></i></li> <li>❖ <i>PSIRA Grade A/B certificate with <b>more than 3 years and up to 5 years'</b> experience as a security manager on total security management operations - <b>Good (3)</b></i></li> <li>❖ <i>PSIRA Grade A/B certificate with <b>more than 5 years and up to 10 years'</b> experience as a security manager on total security management operations -<b>Very good (4)</b></i></li> <li>❖ <i>PSIRA Grade A/B certificate with <b>more than 10 years'</b> experience as a security manager on total security management operations – <b>Excellent (5)</b></i></li> </ul>	<p><b>20</b></p>
<p><b>Security operations Manager or Site Manager with PSIRA Grade A/B</b></p>	<p>Security operations/site manager with PSIRA Grade A/B and as a security operations manager specifically managing guarding operations</p> <p><b>NB:</b> please attach personnel CVs entailing skills (interpersonal, writing and verbal)</p> <ul style="list-style-type: none"> <li>❖ <i>PSIRA Grade A/B certificate <b>with 0 – 1 year</b> experience as a security operations manager specifically managing guarding operations. – <b>Poor (1)</b></i></li> <li>❖ <i>PSIRA Grade A/B certificate with <b>more than 1 years and up to 2 years'</b> experience as a security operations manager specifically managing guarding operations - <b>Average (2)</b></i></li> <li>❖ <i>PSIRA Grade A/B certificate with <b>more than 2 years and up to 3 years'</b> experience as a security operations manager specifically managing guarding operations - <b>Good (3)</b></i></li> <li>❖ <i>PSIRA Grade A/B certificate with <b>more than 3 years' and up to 4 years'</b> experience as a security operations manager</i></li> </ul>	<p><b>20</b></p>