



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 EASTERN CAPE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

BID NUMBER: 5/2/2/1- DALRRD 0010(2022/2023)

Index

- 1. The pricing schedule is revised to change all the Supervisors to Grade B.**
- 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 EASTERN CAPE 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 0010(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

ESTIMATED GUARDS REQUIRED PER OFFICE BUILDING: EASTERN CAPE

ANNEXURE A

SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES

**N.B Please note that all rates should be inclusive of all direct cost such as ,Leave provision,Study Leave,Family respons leave,
Night shif allowance,provident fund, bonuses,COIDA,UIF,UNIFORM,etc**

BEACONBAY RLCC, BEACONHURST STR CROSSING		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	R				R
FOR A NORMAL DAY SHIFT - MON TO FRI	5		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	3		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	3		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	3		12	6	36 months	
FOR A NIGHT SHIFT ON SATURDAY	3		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	3		12	6	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....

SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES

Grade B (Supervisor)	QUANTITY REQUIRED	ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....

SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES

PSSC BLOCK H OCEAN TERRACE MOORE 1st FLOOR EAST LONDON		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	<u>R</u>				<u>R</u>
FOR A NORMAL DAY SHIFT - MON TO FRI	3		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	2		12	5	36 months	
FOR A DAY SHIFT ON HOLIDAYS/ SUNDAYS	2		12	6	36 months	
FOR A NIGHT SHIFT ON SATURDAY	2		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
Grade B (Supervisor)	QUANTITY REQUIRED	ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
PLRO and SPI BLOCK F OCEAN TERRACE MOORE EAST LONDON		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	<u>R</u>				<u>R</u>

FOR A NORMAL DAY SHIFT - MON TO FRI	3		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	3		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	2		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
FOR A NIGHT SHIFT ON SATURDAY	2		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
Grade B (Supervisor)	QUANTITY REQUIRED	ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
Surveyor General 11 Phillip Frame Road, Chelhurst East london EAST LONDON		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	R				R
FOR A NORMAL DAY SHIFT - MON TO FRI	2		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		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	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
Grade B (Supervisor)	QUANTITY REQUIRED	ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
3RD FLOOR 42 TERMINUS STREET EAST LONDON AMATHOLE		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	R				R
FOR A NORMAL DAY SHIFT - MON TO FRI	3		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	2		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	

FOR A NIGHT SHIFT ON SATURDAY	2		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
66 RING ROAD, 2ND FLOOR INVESTEC BUILDING, GREEN ACRES, RLCC PORT ELIZABETH		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	R				R
FOR A NORMAL DAY SHIFT - MON TO FRI	2		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	2		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
FOR A NIGHT SHIFT ON SATURDAY	2		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
Grade B (Supervisor)	QUANTITY REQUIRED	ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	

ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
40 BLAKE WAY ROAD MTHATHA		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	R				R
FOR A NORMAL DAY SHIFT - MON TO FRI	2		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	2		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
FOR A NIGHT SHIFT ON SATURDAY	2		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
Grade B (Supervisor)	QUANTITY REQUIRED	ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
DEEDS OFFICE, BOTHA SIGCAU BUILDING, GROUND FLOOR ROOM 10 CNR LEYDES & OWENS STREET MTHATHA		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	R				R

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	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
Grade B (Supervisor)	QUANTITY REQUIRED	ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
133 ALEXANDRA ROAD, KING WILLIAMS TOWN		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	R				R
FOR A NORMAL DAY SHIFT - MON TO FRI	3		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	3		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	2		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	

FOR A NIGHT SHIFT ON SATURDAY	2		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
Grade B (Supervisor)	QUANTITY REQUIRED	ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
22 STATION STREET, RLCC, SARS BUILDING		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	R				R
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	1		12	21	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
66 Prince Alfred Road Queenstown, District Office		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	R				R
FOR A NORMAL DAY SHIFT - MON TO FRI	2		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		12	21	36 months	

FOR A DAY SHIFT ON SATURDAY	2		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
FOR A NIGHT SHIFT ON SATURDAY	2		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
Grade B (Supervisor)	QUANTITY REQUIRED	ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
GADI GROOTFONTEIN, MIDDELBURG EC		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	R				R
FOR A NORMAL DAY SHIFT - MON TO FRI	10		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	6		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	6		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	6		12	6	36 months	
FOR A NIGHT SHIFT ON SATURDAY	6		12	5	36 months	

FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	6		12	6	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
Grade B (Supervisor)	QUANTITY REQUIRED	ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	1		12	21	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
40 PEARSON STR, PE		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	<u>R</u>				<u>R</u>
FOR A NORMAL DAY SHIFT - MON TO FRI	2		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	2		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
FOR A NIGHT SHIFT ON SATURDAY	2		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						

54 PETERSON ROAD, PE		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	R				R
FOR A NORMAL DAY SHIFT - MON TO FRI	2		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	2		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
FOR A NIGHT SHIFT ON SATURDAY	2		12	5	36 months	
FOR A NIGHT SHIFT ON /PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
UNIT 3 B STIRLING, UNIT 7 UNIT 9		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
Grade C	QUANTITY REQUIRED	R				R
FOR A NORMAL DAY SHIFT - MON TO FRI	3		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	3		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY/	2		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	

FOR A NIGHT SHIFT ON SATURDAY	2		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES						
Grade B (Supervisor)	QUANTITY REQUIRED	ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	
ALL INCLUSIVE SUB- TOTAL						R.....

TOTAL COST FOR EASTERN CAPE PROVINCE	R.....
PLUS COST TO SUPPLY, DELIVER AND INSTALL GUARD HOUSE(S) WHERE REQUIRED REFER TO PAR 5 OF THE TOR	R.....
TOTAL EXCLUDING VAT	R.....
VAT @15%	R.....
GRAND TOTAL COST FOR THE PROJECT	R.....

NB• Overhead expenses should be inclusive of the following: Profit, Relievers, Vehicles per Province, Control Room, Detection Equipment, handheld Radio's and spare batteries , Base Radio, Flashlights, All Security related equipment such as Equipment, Baton, Handcuffs, Pocketbook, uniform, and Registers

The department currently does not require Grade A officers, however, service providers are required to provide rates which will apply should the Department need additional or adhoc security guarding services

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
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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 EASTERN CAPE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

1. BACKGROUND

The DALRRD has various offices in the Eastern Cape Province which require security guarding services.

2. SCOPE

2.1 The DALRRD requires security guarding services at the following offices in Eastern Cape:

EASTERN CAPE OFFICES: PHYSICAL ADDRESS	TOTAL OFFICES
PSSC & SPLUM: Cnr Moor Str, Ocean Terrace, Block F, Quigney, East London	1
PSSC & NARYSEC: Cnr Moor Str, Ocean Terrace, Block H, Quigney, East London	1
RSCC Amathole: 3rd Floor, 42 Terminus Street, East London	1
RSCC: Queenstown: 66 Prince Alfred Road, Queenstown	1
RSCC: Port Elizabeth: 66 Ring Road, 2nd Floor, Investec Building, Green Acres, Port Elizabeth	1
RSCC: Mthatha 40 Blake Way Road, Mthatha	1
RLCC: Beacon Bay, Beaconhurst Street, East London	1
Land Claims Commissioner: 22 Station Street, SARS Building/ Storage Facility	1
Deeds Office: 133 Alexandra Road, King Williams Town	1
Deeds Office: Botha Sigcau Building, Ground Floor Room 10, cnr. Leydes and Owens Street, Mthatha	1
SG Office: 36 Philip Frame Park, Phillip Frame Rd, Chiselhurst, East London	1
Small Holder Development & Subsistence Farming Unit 3B, Inspection Services (Sea Ports) Unit 7 & Land Use and Soil Management Unit 9 Arundel Crescent, Stirling, East London	1
Agriculture Production, Health & Food Safety, Sea Ports ICI Building, 54 Paterson Road, Port Elizabeth	1
Natural Recourse and Disaster Management & Sea Ports, 30 Pearson Street, Centrahill, Port Elizabeth	1
Grootfontein Agriculture Development Institute (GADI), Middelburg EC	1
TOTAL OFFICES IN THE EASTERN CAPE PROVINCE	15

NB: The security guarding must be rendered 24 hours per day, 7 days per week, and 365 days per year in all offices.

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 EASTERN CAPE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS

8.1.5 Proof of registration to the Private Security Sector Provident Fund (PSSPF) or letter of good standing or letter for tender purposes not older than 6 months prior to bid closing date.

8.1.6 The Service Provider must submit the existing cover for PUBLIC LIABILITY insurance policy from any registered insurance company or submit documentary proof/letter of intent/quotation from registered insurers. The Public Liability cover must be for a minimum value of R 1 000 000 (R1 million) for the duration of the contract.

NB: If Service Providers opt to submit a comprehensive insurance cover, it **MUST** include **PUBLIC LIABILITY** to the value of R 1 000 000 (R1 million), if the comprehensive insurance cover does not explicitly indicate PUBLIC LIABILITY it will render the bid proposal to be non-responsive.

8.1.7 Attendance of the compulsory briefing session.

8.1.8 A fully completed pricing schedule on the prescribed template must be submitted. (i.e. SBD 3 – pricing schedule)

(NB: NO OTHER PRICING TEMPLATE WILL BE ACCEPTED)

9 PRICING SCHEDULE

9.1 Pricing schedule must be in rand monetary value (**SBD 3 – pricing schedule**).

9.2 For emergency or any ad hoc services, the approved bid rates will be applicable.

9.3 The DALRRD will only consider Department of Employment and Labour annual gazetted PSIRA increase for the duration of the contract.

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.**