



**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

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## **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 WESTERN CAPE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**BID NUMBER: 5/2/2/1- DALRRD 0012(2022/2023)**

### **Index**

- 1. The pricing schedule is amended on Beaufort West as follows:  
Night shift only :  
Quantity is 1: To be amended to quantity of 2 as indicated below:  
Mon-fri – Quantity required - 2  
Saturday – Quantity required - 2  
Sun/Pub Holiday – Quantity required - 2**
- 2. Page 36 of 65 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 WESTERN 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 0012(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						
BEAUFORT WEST		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	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	2		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
<b>ALL INCLUSIVE SUB- TOTAL</b>						R.....



## 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  
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### **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 WESTERN CAPE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

#### **1. BACKGROUND**

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

#### **2. SCOPE**

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

<b>WESTERN CAPE OFFICES: PHYSICAL ADDRESS</b>	<b>TOTAL OFFICES</b>
90 Plein Street Surveyor General Cape Town	1
90 Plein Street Deeds Office Cape Town	1
14 Long Street PSSC Office Cape Town	1
22 Rhodes Avenue, Van Der Sterr Building Mowbray & Lodgement Centre	1
Cape Winelands District Office 15 Market Street Stellenbosch	1
Cape Winelands Office, 59 Baring Street, Worcester	1
Central Karoo District Office, Church Street, Beaufort West	1
West Coast District Office, 9 Main Road, Clainwilliam	1
Garden Route District Office, 100 Mead Street, George	1
Restitution Satellite Office York Street, George	1
Overberg District Office, 38 Long Street, Bredasdorp	1
Stellenbosch Plant Quarantine, 2 Polka Draai Road	1
Land Use Management, Siyaya Building, Belville	1
Inspection Services, Customs House, 5th Floor, Cape Town	1
Inspection Services, Customs House, 10th Floor, Cape Town	1
Stellenbosch Genetic Resources, 2 Polka Draai Road	1
Milnerton Animal Quarantine Station, Bosmansdam Road, Milnerton	1
Inspection Services, Seppi Greeff Building) Outshoorn	1

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- 8.1.3 Valid copies of PSIRA certificate(s) of Directors/Owners registered as grade A/B security officers.
- 8.1.4 Valid (letter must be valid on or before the closing date of bid) letter of good standing/letter for tender purposes/proof of registration in terms of the Compensation for Occupational Injuries Disease Act (COIDA) obtainable from Department of Labour).
- 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: