



Chief Directorate: Supply Chain and Facilities Management

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

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

BID NUMBER: 5/2/2/1- DALRRD 0011(2022/2023)

Index

- 1. The pricing schedule is revised with the following changes:**
 - New Public Building: Previous description: 6th and 11th floors to be amended to add the 9th and 10th Floor to the description of services**
- 2. Page 36 of 59 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 NORTHERN 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 0011(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: NORTHERN 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**

New Public Building 6th, 9th, 10 and 11th Floors Cnr Knight and Stead Street Kimberly		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	4		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	4		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	4		12	5	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	4		12	6	36 months	
FOR A NIGHT SHIFT ON SATURDAY	4		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	4		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.....

UNARMED GUARDS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES

COMPOUND BUILDING PSSC, COMPOUND STREET, KIMBERLEY	ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	CONTRACT DURATION	SUB- TOTAL
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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 NORTHERN CAPE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

1. BACKGROUND

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

2. SCOPE

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

NORTHERN CAPE OFFICES: PHYSICAL ADDRESS	TOTAL OFFICES
New Public Building: Previous description: 6th and 11th floors to be amended to add the 9th and 10th Floor to the description of services Cnr Knight And Stead Street Kimberley	1
Compound Building PSSC, 13 Compound Street, Kimberley	1
4-8 Old Main Road, Hyesco Building, Kimberley	1
24-28 Du Toits Span Road 3rd Floor Flaxey House, Kimberley	1
11 Robinson Street, Upington	1
Springbok	1
Louisvale Road, Upington	1
Locust De Aar, Phillipstown Road	1
2 Harrison Street, De Beers, Kimberley	1
TOTAL FOR NORTHERN CAPE PROVINCE	9

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

2.2 The appointed service provider must have an established security control room.

2.3 Furthermore, the appointed service provider must have a fully functional control room in the Province that they bid for before the commencement of the contract to support the operations and services (**refer to paragraph 20**).

2.4 As an additional service, the appointed service provider may be required to provide security guarding services at farms/projects and or any other property of the

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 NORTHERN 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.**