



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

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

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## **ADDENDUM 1**

**APPOINTMENT OF SERVICE PROVIDER TO RENDER SECURITY GUARDING AND SPECIAL SERVICES IN NORTHERN CAPE PROVINCE FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM (DRDLR) FOR A PERIOD THAT WILL RESUME ON THE 01 SEPTEMBER 2019 UNTIL 31 AUGUST 2022.**

**Bid number: 5/2/2/1 - RDLR – 0026 (2019/2020)**

### **Index**

1. Closing date for tender number RDLR 0026 (2019/2020) is hereby extended from **12 July 2019 until 19 July 2019.**
2. The pricing schedule is revised to include Supervisor for Compound Office.
3. Attached herewith is a sample on how to complete the pricing schedule and it is only for illustrative purposes and the rates are also just for illustrative purposes.

**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 - RDLR – 0026 (2019/2020)**

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

<b>New Public Building 6th and 11th Floors (PSSC) Cnr Knight and Stead Street Kimberly</b>		<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL AREA 3 RATE</b>
<b>Grade C</b>	<b>QUANTITY REQUIRED</b>				
FOR A NORMAL DAY SHIFT - MON TO FRI	2		12	36 months	R.....
FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		12	36 months	R.....
FOR A DAY SHIFT ON SATURDAY	2		12	36 months	R.....
FOR A NIGHT SHIFT ON SATURDAY	2		12	36 months	R.....
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	36 months	R.....
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	36 months	R.....
<b>ALL INCLUSIVE SUB- TOTAL</b>					R.....
<b>SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES</b>					
<b>Grade B (Supervisor)</b>	<b>QUANTITY REQUIRED</b>	<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL AREA 3 RATE</b>
FOR A NORMAL DAY SHIFT (MON-FRI)	1		12	36 months	R.....

<b>ALL INCLUSIVE SUB- TOTAL</b>					R.....
<b>New Public Building 9th and 10th Floors (Deeds) Cnr Knight and Stead Street Kimberly</b>		<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL AREA 3 RATE</b>
<b>Grade C</b>	<b>QUANTITY REQUIRED</b>				
FOR A NORMAL DAY SHIFT - MON TO FRI	2		12	36 months	R.....
FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		12	36 months	R.....
FOR A DAY SHIFT ON SATURDAY	2		12	36 months	R.....
FOR A NIGHT SHIFT ON SATURDAY	2		12	36 months	R.....
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	36 months	R.....
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	36 months	R.....
<b>ALL INCLUSIVE SUB- TOTAL</b>					R.....
<b>UNARMED GUARDS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES</b>					
<b>COMPOUND BUILDING PSSC, Compound Street</b>		<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL AREA 3 RATE</b>
<b>Grade C</b>	<b>QUANTITY REQUIRED</b>				
FOR A NORMAL DAY SHIFT - MON TO FRI	3		12	36 months	R.....

FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		12	36 months	R.....
FOR A DAY SHIFT ON SATURDAY	2		12	36 months	R.....
FOR A NIGHT SHIFT ON SATURDAY	2		12	36 months	R.....
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	36 months	R.....
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	36 months	R.....
<b>ALL INCLUSIVE SUB- TOTAL</b>					R.....
<b>SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES</b>					
<b>Grade B (Supervisor)</b>	<b>QUANTITY REQUIRED</b>	<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL AREA 3 RATE</b>
FOR A NORMAL DAY SHIFT (MON-FRI)	1		12	36 months	R.....
<b>ALL INCLUSIVE SUB- TOTAL</b>					R.....
<b>UNARMED GUARDS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES</b>					
<b>4-8 Old MAIN ROAD, HYESCO BUILDING, KIMBERLY RLCC</b>		<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL AREA 3 RATE</b>
<b>Grade C</b>	<b>QUANTITY REQUIRED</b>				
FOR A NORMAL DAY SHIFT - MON TO FRI	3		12	36 months	R.....

FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		12	36 months	R.....
FOR A DAY SHIFT ON SATURDAY	2		12	36 months	R.....
FOR A NIGHT SHIFT ON SATURDAY	2		12	36 months	R.....
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	36 months	R.....
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	36 months	R.....
<b>ALL INCLUSIVE SUB- TOTAL</b>					R.....
<b>SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES</b>					
<b>Grade B (Supervisor)</b>	<b>QUANTITY REQUIRED</b>	<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL AREA 3 RATE</b>
FOR A NORMAL DAY SHIFT MON -FRI	1		12	36 months	R.....
<b>ALL INCLUSIVE SUB- TOTAL</b>					R.....
<b>UNARMED GUARDS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES</b>					
<b>24-28 DU TOITSPAN ROAD 3RD FLOOR FLAXEY HOUSE, KIMBERLY, SPLUM</b>		<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL AREA 3 RATE</b>
<b>Grade C</b>	<b>QUANTITY REQUIRED</b>				
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	36 months	R.....

FOR A NORMAL NIGHT SHIFT - MON TO FRI	1		12	36 months	R.....
FOR A DAY SHIFT ON SATURDAY	1		12	36 months	R.....
FOR A NIGHT SHIFT ON SATURDAY	1		12	36 months	R.....
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	1		12	36 months	R.....
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	1		12	36 months	R.....
<b>ALL INCLUSIVE SUB- TOTAL</b>					R.....
<b>UNARMED GUARDS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES</b>					
<b>11 ROBINSON STREET, UPINGTON ZF Mgcawu</b>		<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL AREA 3 RATE</b>
<b>Grade C</b>	<b>QUANTITY REQUIRED</b>				
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	36 months	R.....
FOR A NORMAL NIGHT SHIFT - MON TO FRI	1		12	36 months	R.....
FOR A DAY SHIFT ON SATURDAY	1		12	36 months	R.....
FOR A NIGHT SHIFT ON SATURDAY	1		12	36 months	R.....

FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	1		12	36 months	R.....
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	1		12	36 months	R.....
<b>TOTAL COST OF THE PROJECT (VAT INCLUSIVE)</b>					R.....
<b>SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES</b>					
<b>Grade B (Supervisor)</b>	<b>QUANTITY REQUIRED</b>	<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL AREA 3 RATE</b>
FOR A NORMAL DAY SHIFT MON -FRI	1		12	36 months	R.....
<b>ALL INCLUSIVE SUB- TOTAL</b>					R.....
<b>12 KING STREET, SPRINGBOK, Namakwa District Office</b>		<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL AREA 3 RATE</b>
<b>Grade C</b>	<b>QUANTITY REQUIRED</b>				
FOR A NORMAL DAY SHIFT - MON TO FRI	2		12	36 months	R.....
FOR A NORMAL NIGHT SHIFT - MON TO FRI	1		12	36 months	R.....
FOR A DAY SHIFT ON SATURDAY	1		12	36 months	R.....
FOR A NIGHT SHIFT ON SATURDAY	1		12	36 months	R.....
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	1		12	36 months	R.....



FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	1		12	36 months	R.....
<b>ALL INCLUSIVE SUB- TOTAL</b>					R.....
<b>SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES</b>					
<b>Grade B (Supervisor)</b>	<b>QUANTITY REQUIRED</b>	<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL AREA 3 RATE</b>
FOR A NORMAL DAY SHIFT MON -FRI	1		12	36 months	R.....
<b>ALL INCLUSIVE SUB- TOTAL</b>					R.....
<b>GUARD HOUSES</b>					
<b>DESCRIPTION</b>			<b>UNIT COST</b>	<b>QUANTITY REQUIRED</b>	<b>SUB- TOTAL</b>
<b>GUARD HOUSE SUPPLY</b>				<b>3</b>	R.....
<b>ALL INCLUSIVE SUB- TOTAL</b>					R.....
<b>SUMMARY</b>					
New Public Building 6th and 11th Floors (PSSC) Cnr Knight and Stead Street Kimberly( GRADE C) ALL INCLUSIVE SUB- TOTAL					R.....
New Public Building 6th and 11th Floors (PSSC) Cnr Knight and Stead Street Kimberly(GRADE B) ALL INCLUSIVE SUB- TOTAL					R.....
New Public Building 9th and 10th Floors (Deeds) Cnr Knight and Stead Street Kimberly( GRADE C) ALL INCLUSIVE SUB- TOTAL					R.....

COMPOUND BUILDING PSSC, Compound Street( GRADE C)ALL INCLUSIVE SUB- TOTAL	R.....
COMPOUND BUILDING PSSC, Compound Street( GRADE B)ALL INCLUSIVE SUB- TOTAL	R.....
4-8 Old MAIN ROAD, HYESCO BUILDING, KIMBERLY RLCC( GRADE C) ALL INCLUSIVE SUB- TOTAL	R.....
4-8 Old MAIN ROAD, HYESCO BUILDING, KIMBERLY RLCC(GRADE B) ALL INCLUSIVE SUB- TOTAL	R.....
24-28 DU TOITSPAN ROAD 3RD FLOOR FLAXEY HOUSE, KIMBERLY, SPLUM( GRADE C) ALL INCLUSIVE SUB- TOTAL	R.....
11 ROBINSON STREET, UPINGTON ZF Mgcawu( GRADE C) ALL INCLUSIVE SUB- TOTAL	R.....
11 ROBINSON STREET, UPINGTON ZF Mgcawu(GRADE B) ALL INCLUSIVE SUB- TOTAL	R.....
12 KING STREET, SPRINGBOK, Namakwa District Office( GRADE C) ALL INCLUSIVE SUB- TOTAL	R.....
12 KING STREET, SPRINGBOK, Namakwa District Office(GRADE B) ALL INCLUSIVE SUB- TOTAL	R.....
GUARD HOUSES ALL INCLUSIVE SUB- TOTAL	R.....
<b>NORTHERN CAPE TOTAL COST OF THE PROJECT (VAT EXCLUSIVE)</b>	R.....
VAT @15%	R.....
<b>GRAND TOTAL COST FOR THE PROJECT (VAT INCLUSIVE)</b>	R.....

**NB• Overhead expenses should be inclusive of the following: Profit, Inspectors, 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**

**EXAMPLE: HOW TO CALCULATE PRICE IN TERMS OF THE PRICING SCHEDULE**

ESTIMATED GUARDS REQUIRED PER OFFICE BUILDING: PROVINCE X					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					
OFFICE X		ALL INCLUSIVE HOURLY RATE PER GUARD	NUMBER OF HOURS ALLOCATED PER SHIFT	CONTRACT DURATION	SUB- TOTAL AREA 2 RATE
Grade C	QUANTITY REQUIRED	R	-	-	R
FOR A NORMAL DAY SHIFT - MON TO FRI	10	20.00	12	36 months	R 1 900 800.00
FOR A NORMAL NIGHT SHIFT - MON TO FRI	10	20.00	12	36 months	R 1 900 800.00
FOR A NORMAL DAY SHIFT - SATURDAYS	10	20.00	12	36 months	R 432 000.00
FOR A NORMAL NIGHT SHIFT - SATURDAYS	10	20.00	12	36 months	R 432 000.00
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	10	30.00	12	36 months	R 777 600.00
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	10	30.00	12	36 months	R 777 600.00
<b>ALL INCLUSIVE SUB- TOTAL</b> <b>(THIS TABLE AND VALUES ARE FOR ILLUSTRATIVE PURPOSES AND NOT RATES TO BE USED BY BIDDERS)</b>					<b>R 6 220 800.00</b>

**Example of calculation for one office:**

**N:B: The all-inclusive hourly rate and number of guards per shift indicated is only used for illustrative purposes**

1. R 20.00 x 12( hours per shift) = R 240.00 (rate per guard per shift)
2. R 240.00 x 10( total of security on specific shift ) = R 2400.00 (rate for all guards for that specific shift)
3. R 2400.00 x 22 ( Average of number of days from Mon to Fri per month) = R 52 800.00 (total monthly cost for that shift)
4. R 52 800.00 x 36 ( contract duration in months) = R 1 900 800.00 (total cost for that shift for the entire 3 year contract)
5. Add all sub-totals to get the All-inclusive sub-total. This is the cost for that specific office for the contract duration
6. **Sub-totals per office must be carried down to the Summary sheet at the end**
7. **Use the same calculation for Supervisor Grade B.**

2. The average number of days per month to be used by all bidders are as follows and this must be followed to insure that all calculations used by bidders are aligned:

**Mon-Fri = 22 days per month**

**Saturdays = 5 days per month**

**Sunday/Public Holidays = 6 days per month**

**N:B: The appointed bidders will only invoice DRDLR for actual services rendered during those specific months**

3. The Department is aware that Sunday and Public Holidays rates are different in terms of PSIRA guidelines. The department agrees however to remunerate on the combined rate provided for both Public Holidays/Sundays by the bidder.

## NOTICE

### SECURITY TENDERS CLOSING DATE EXTENSION AS PER BELOW

NO	BID NUMBER	PROVINCE	INITIAL CLOSING DATE	REVISED CLOSING DATE
01	5/2/2/1 – RDLR 0019(2019/2020)	GAUTENG	08 JULY 2019	15 JULY 2019
02	5/2/2/1 – RDLR 0020(2019/2020)	MPUMALANGA	08 JULY 2019	15 JULY 2019
03	5/2/2/1 – RDLR 0021(2019/2020)	LIMPOPO	09 JULY 2019	16 JULY 2019
04	5/2/2/1 – RDLR 0022(2019/2020)	NORTH WEST	09 JULY 2019	16 JULY 2019
05	5/2/2/1 – RDLR 0023(2019/2020)	KWAZULU NATAL	10 JULY 2019	17 JULY 2019
06	5/2/2/1 – RDLR 0024(2019/2020)	WESTERN CAPE	10 JULY 2019	17 JULY 2019
07	5/2/2/1 – RDLR 0025(2019/2020)	FREE STATE	11 JULY 2019	18 JULY 2019
08	5/2/2/1 – RDLR 0026(2019/2020)	NORTHERN CAPE	12 JULY 2019	19 JULY 2019
09	5/2/2/1 – RDLR 0027(2019/2020)	EAST LONDON	12 JULY 2019	19 JULY 2019