



Private Bag 3613, Pietermaritzburg, 3200  
145 Chief Albert Luthuli Road, Pietermaritzburg, 3200  
Tel: 033 897 0483  
Name: Mr. N. Nxumlo  
Email address: NDUMISO.NXUMALO@kzntreasury.gov.za  
Ref No. BID 1251/2024-F

Website: [www.kzntreasury.gov.za](http://www.kzntreasury.gov.za)

**MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR BID:  
BID 1251/2024-F.**

**APPOINTMENT OF SERVICE PROVIDER FOR RENDERING OF SECURITY  
(GUARDING) SERVICES TO THE KWAZULU-NATAL PROVINCIAL TREASURY FOR A  
PERIOD OF THIRTY-SIX (36) MONTHS.**

**DEPARTMENT OF TREASURY OFFICIALS PRESENT:**

Ms. A Zondo	Supply Chain Management
Ms. T. Makhathini	Supply Chain Management
Ms. M Makhunga	Supply Chain Management
Mr. N Manyoni	Supply Chain Management
Mr. M Magwaza	Supply Chain Management
Mr. V Jaca	Security Management
Ms. N Malembe	Security Management

**SCM Presentation by:** Ms. M Makhunga  
**Technical Presentation by:** Mr. V Jaca  
**Interpreter of isiZulu by:** Ms. A Zondo  
**Date:** 03 May 2024  
**Time:** 10:00 am  
**Venue:** KZN Provincial Treasury, 145 Chief Albert Luthuli Road,  
Pietermaritzburg, 3200

**1. OPENING AND WELCOME**

Ms. A Zondo opened the meeting and introduced herself and handed over to Ms. Makhunga and Mr. Jaca for introduction.

**2. ATTENDANCE**

The attendees were requested to sign the attendance register (Company Name. Contact details and name of the company representative)

**3. PRESENTATION OUTLINE**

- Opening, welcome and introductions
- Purpose of the bid and contract duration
- Submission of the bid response and closing date
- Completion of standard bidding documents
- Contents of specification
- Evaluation Criteria
- Question and Answers
- Closure

No.	ITEM
4.	<b>Purpose of the bid and contract duration</b>
	The Department invites prospective bidders to submit offers for the appointment of a suitable service provider to render guarding and security services to the KwaZulu-Natal Provincial Treasury offices located in the following sites: Treasury House; Nomalanga building, office of the MEC in Natalia Building (all three offices are situated in Pietermaritzburg) and the office of the MEC in the Marine Building (situated in Durban) for a period of thirty-six (36) months.
5.	<b>How to access the bid document and other related documents</b>
	Bid documents can be downloaded from the Departmental website: <a href="http://www.kzntreasury.gov.za/Tenders/Advertisements">http://www.kzntreasury.gov.za/Tenders/Advertisements</a> and e-Tender Portal: <a href="http://www.etenders.gov.za">www.etenders.gov.za</a>
6.	<b>Submission of the bid response</b>
	<ul style="list-style-type: none"><li>- The closing date for the bid is 16 May 2024 at 11:00am. Any bid received later than the stipulated date and time will not be accepted.</li><li>- The briefing session minutes will be placed under the current bid, departmental website, where the bid is placed.</li><li>- The bid document must be deposited in the bid box located on the ground floor at the Treasury House Provincial Treasury, 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Bidders have three options to submit their bid documents (couriers or by post or hand delivery).</li><li>- Telegraphic, telephonic, telex, facsimile, e-mail, and late Tender Proposals will not be accepted.</li></ul>
7.	<b>Instruction to Bidders:</b>
	<ul style="list-style-type: none"><li>- SBD 1- Part A: Invitation to bid: Ms. Makhunga emphasized that the supplier information must be competed in full.</li></ul>



- SBD 1 – Part B: Terms and Conditions for bidding: Bidders must read to understand the T&Cs outlined and it must be signed by Authorized person.
- Section A – Special Instruction and notices to bidders regarding the completion of bidding forms: Ms. Makhunga emphasized on few points that under no circumstances whatsoever may the bid forms be retyped or redrafted, check the number of pages and to satisfy themselves that none are missing or duplicated, Bids submitted must be complete in all respects, any alteration made by the bidder must be initialed, use of correcting fluid is prohibited and Bidder must initial each and every page of the bid document.
- Section B - Registration on the Central Suppliers Database: If the supplier is not registered at the closing time of bid, the supplier will be disqualified at the bid evaluation process.
- Section C: Declaration that information on central supplier database is correct and up to date: Ms. Makhunga emphasized that the bidder's details and registration information, and that the said information must be correct and up to date as on the date of submitting this bid.
- Section E- SBD 3.1, Pricing Schedule (Firm Prices): Ms. Makhunga emphasized that All pricing schedules must be completed, consolidated on SBD 3.1 and returned with the bid, VAT vendors must indicate the VAT amount.
- Section F – SBD 4, Bidders disclosures. Ms. Makhunga emphasized that on SBD 4 under Declaration of Interest, the bidders must declare correctly and avoid making errors because it will result to them being disqualified. It was also emphasized that under paragraph 2.3, bidders must disclose if their companies are involved in other Enterprises either related to them or its directors as the clause stipulates that “Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?”
- Section H – SBD 6.1: Preference points claim form in terms of the preferential procurement regulations 2022 and the bid will be evaluated using the 80/20 preference point system where 80 points will be allocated for price and 20 points for specific goals. It was also emphasized that bidders must fully complete the form by indicating the number of points claimed and sign the form.
- Section I - General Conditions of Contract: Bidders must read through the conditions and complete in full where necessary.
- Section J - Special Conditions of Contract: Bidders must ensure that they read through all the special conditions and ensure that they comply with all of them. It was also emphasized that the contract period shall remain in force for a period of 3 years from date of contracts.
- Award Of Bid, The Department shall award one (1) service provider for all sites.



	<p><b>- PRICE AND PRICING RISK ASSESSMENT</b></p> <ul style="list-style-type: none"> <li>- A bidder must submit one consolidated price schedule for all four (4) sites. The pricing schedule must be fully completed. Failure to comply shall be deemed as non-responsive.</li> <li>- Prices must be in South African Currency and inclusive of VAT and all other applicable taxes.</li> <li>- Prices quoted for employee remuneration must be in line with the rates stipulated by the Private Security Industry Regulatory Authority. Any bidder that quotes below these rates shall be deemed as non-responsive.</li> <li>- Bidders must not under any circumstances utilize the amount quoted for employee remuneration for overheads or any other purposes.</li> <li>- Prices quoted for overheads and profit must be market related and fully justified in the bid document. Where underquoting is confirmed and was not justified by the bidder in the bidding document, the Department reserves the right to consider the offer as non-responsive. Justification of price must be indicated on Annexure A, if the space provided is not sufficient, additional information must be attached as Annexure A.</li> <li>- Prices must be firm for the first year of the contract and subsequent increases will be in line with the determination in terms of the Private Security Industry Regulatory Authority and or Bargaining Council.</li> <li>- It was further highlighted that this bid is subject to bid appeals period of 5 days after the advertisement of the award and bidders and submit their appeals to <a href="mailto:Batsecretariate@kzntreasury.gov.za">Batsecretariate@kzntreasury.gov.za</a>.</li> <li>- Section K - Authority to Sign a Bid: Ms. Makhunga emphasized that the bidder must indicate the enterprise status by signing the appropriate box hereunder and emphasized on the importance of properly completing the Authority to sign a bid. It was indicated that bidders must also submit the resolution letters of Enterprises and Failure to complete, sign and date this form and failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.</li> <li>- Bidders were advised that the reason for this resolution is to ensure that the department can tie the signatory to the company and be in a position to claim from the company in the event of a lawsuit.</li> </ul>
<b>8.</b>	<b>Contents of specification</b>
<b>8.1</b>	<b>Scope Of Work</b>
	<ul style="list-style-type: none"> <li>- A twenty-four (24) hour security guarding and access/egress control services to be provided for 4 (four) KwaZulu-Natal Provincial Treasury offices located in the following sites: Treasury House;</li> </ul>



	<p>Nomalanga building, office of the MEC in Natalia Building (all three offices are situated in Pietermaritzburg) and the office of the MEC in the Marine Building (situated in Durban).</p> <ul style="list-style-type: none"><li>- <i>Note: the department reserves the right to change premises in case of lease termination etc. occurring in the duration of the contract</i></li><li>- The required security services shall be provided at the premises as per par 2.1.1 supra. The service, in general, entails patrolling of the premises (inner, outer perimeter and office space), access control, control of assets, personnel and/ or members of the public, observation, implementing and monitoring general crime prevention measures.</li><li>- The successful bidder must consider absorbing and skilling current security officers who may not be retained by the exiting contractor.</li></ul>
<b>8.2</b>	<b>Deliverables</b>
	<ul style="list-style-type: none"><li>- A security company is required to provide the KwaZulu-Natal Provincial Treasury with security officers who attended and passed security courses at one of the registered and accredited training centres recognized by the Department of Labour and SASSETA. The responsibilities of these security officers will be inter alia to ensure the safety of property and personnel from burglary, theft, vandalism, or other security threat.</li><li>- Carry out physical searches and physical inspections of vehicles entering or leaving the premises in line with the Control of Access to Public Service and Vehicle Act 53 of 1985, internal security directives and on a random basis.</li><li>- Control the entry of pedestrians to the premises in line with the provisions of the Control of Access to Public Service and Vehicles Act 53 of 1985 and internal security directives, conduct searches as per the directives and direct deliveries and visitors to the reception and or waiting area.</li><li>- The Contractor shall comply with the Private Security Industry Regulatory Act No. 56 of 2001 and Regulation of 2002, the Occupational Health and Safety Act No. 85 of 1993, and the conditions of employment as contained in the Basic Conditions of Employment Act No. 75 of 1997, as amended and any subsequent amendments thereafter while performing in terms of this contract.</li></ul>
	<b>Internal Security</b>



	<ul style="list-style-type: none"> <li>- The Contractor must ensure that Control of visitors awaiting attention, ensuring orderly queue control, and giving directions where and when necessary.</li> <li>- Inspect functionality of security equipment inclusive of doors, card readers, door locks etc:</li> <li>- Keep accurate records (include recording and verification of serial numbers, staff members identity, entry times etc.) of departmental equipment leaving and entering the premises</li> </ul>						
	<b>Patrol Duties</b>						
	<b>Site Management</b>						
	<b>General Management</b>						
	<b>Required Number Of Security Officers Per Site And Shift</b>						
	<b>Minimum Requirements Of Security Staff</b>						
	<b>Security Staff Equipment</b>						
	<b>Security Clearance</b>						
	<b>Security Aids</b>						
	<b>Control Room</b>						
	<b>EVALUATION CRITERIA</b>						
	<p><b>Phase 1 - Supply Chain Administrative Compliance</b></p> <p>The following forms must be duly completed and be submitted with the bid at the time of closing of bid:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #cccccc;">COMPULSORY BID FORMS</th> <th style="background-color: #cccccc;">Tick to indicate submission</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">PART A</td> <td>INVITATION TO BID (SBD 1)</td> <td></td> </tr> </tbody> </table>	COMPULSORY BID FORMS		Tick to indicate submission	PART A	INVITATION TO BID (SBD 1)	
COMPULSORY BID FORMS		Tick to indicate submission					
PART A	INVITATION TO BID (SBD 1)						



PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)	
SECTION B	REGISTRATION ON CENTRAL SUPPLIERS DATABASE	
SECTION C	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS	
SECTION D	COMPULSORY BRIEFING SESSION FORM	
SECTION E	PRICING SCHEDULE (SBD3.1)	
SECTION F	DECLARATION OF INTEREST (SBD 4)	
SECTION K	AUTHORITY TO SIGN THE BID	

Failure to comply with the Supply Chain Administrative Compliance shall result in the offer considered non-responsive and shall be rejected.

**Phase 2: Mandatory Requirements.**

The following mandatory documents must be submitted with the bid at time of closing of the bid:

MINIMUM REQUIREMENTS	YES/NO	PROOF TO BE PROVIDED
The owner/Director of the entity must have a Grade B PSIRA.		Proof of registration must be valid
The entity must be registered with PSIRA.		Proof of registration must be valid
Letter of good standing with PSIRA		Proof of registration must be valid
PSIRA registered security officers (attach proof security officer meeting the required standard on your payroll recruitment plan)		Proof of security officer meeting the required standard on your payroll or recruitment plan
Compensation for Occupational Injuries and Diseases Act (COIDA)/ Workman's Compensation registration.		Proof of registration must be valid
Registration with the Pension Fund for Security Officers (PSSPF).		Proof of registration must be valid
Proof of compliance with the Private Security Services Provident Fund (PSSPF).		Proof of registration must be valid
Proof of registration with the Unemployed Insurance Fund (UIF).		Proof of registration must be valid



Proof of Public Liability Insurance or letter of intent to obtain one within three months of appointment (R 3 million rand).		Public Liability Insurance Cover / Quotation not older than 3 months
Company vehicles minimum three (3)		Attach copies of logbooks or valid lease agreement
Proof of valid licenses for hand-held radios		Attach proof of valid licenses for hand-held radios

Failure to comply with the Mandatory requirements shall result in the offer considered non-responsive and shall be rejected

**Phase 3: Functionality Score**

**Part A: Proposals from prospective bidders will be evaluated on functionality listed below:**

AREA ASSESSED	REQUIRED INFORMATION AND OR DOCUMENTATION	WEIGHT/ POINTS
<p>Experience in corporate security</p> <p>a) 1- 3 years = 5 points b) 4 - 6 years =10 points c) 7 years and above= 20 points</p>	<p>Attach reference letters with start and end date of experience in corporate security.</p> <p>NB: It is compulsory for bidders to substantiate the veracity of the information submitted in the reference letter by client completing and stamping Annexure B issued with the bid. Failure to submit a duly completed Annexure B shall result to no points allocated for Company experience.</p> <p>Only completed projects shall be considered in the scoring of points.</p>	20
<p>Site takeover plan</p> <p>a) Detailed plan to take over the site and Outline induction program for security officer and Deployment plan (proposed roaster) = 6 points Non submitted/not relevant = 0 point</p> <p>b) Proof of the company operational management (Attached operational structure) = 5 points Non submitted/not relevant = 0 point</p>	<p>Detailed plan to take over the site and Outline induction program for security officers and Deployment plan (proposed roaster)</p> <p>Proof of the company operational management (Attached operational structure).</p>	11





<p>Emergency response plan</p> <p>a) A detailed plan to continue services in cases of industrial action etc = 08 points Non submitted/not relevant = 0 point</p> <p>b) A plan to reinforce deployed personnel on site(s) in cases of incursions= 07 points Non submitted/not relevant = 0 point</p>	<p>A plan to continue services in cases of industrial action etc.</p> <p>A plan to reinforce deployed personnel on site(s) in cases of incursions.</p>	15
Total Score		46
Minimum threshold (failure to meet this threshold your bid will be disqualified)		32
Bidders who did not meet a minimum threshold of 70% on the functionality criteria part A will be disqualified and shall not be evaluated further on Part B.		

**Part B: Site Inspection mandatory requirements for control room**

AREA ASSESSED	COMPLY/ NOT COMPLY	PROOF TO BE PROVIDED
24-hour functional control room within KwaZulu-Natal		Proof of physical address must be supplied for inspection. If the Control room is not within Pietermaritzburg, a letter of intention to establish control room within the period of two months must be submitted.
Company fleet.		Logbooks or valid lease agreements, operational vehicles.
Uniform and identification.		A complete set of corporate uniform both winter and summer.
Occurrence Book (OB) and or similar electronic system used to log incidents.		OB and or functional system used for logging of incidents.
Existence of suitable employees.		Payroll or similar document.
Company Operational structure.		Organogram



24-hour shift register for the control room.		Register or roster
Radio functionality		Functional radio
Company profile		Company profile
Bidders who did not comply with the Part B: control room mandatory requirement during the site inspection shall be disqualified for further evaluation on price and specific goals.		

**Completion of Annexure B: Reference Letter One**

- It is compulsory for bidders to substantiate the veracity of the information submitted in the reference letter by client completing and stamping Annexure B issued with the bid. Failure to submit a duly completed Annexure B shall result to no points allocated for Company experience.
- Incomplete and/ or unsigned form will not be accepted, and Department reserves the right to contact any Client Company listed as a reference.

**Phase 4: Price and Preference Points**

The applicable preference point system for this tender is 80/20 preference point system wherein 80 points will be allocated for price and 20 points will be allocated for specific goals as follows:

Preference point system	
Price	80
Specific Goals	20
<ul style="list-style-type: none"> <li>• Historical Disadvantage Person (HDP) – Black owned Enterprise</li> </ul>	10
<ul style="list-style-type: none"> <li>• Enterprise Located in KZN</li> </ul>	10
<b>Total</b>	<b>100</b>

It is compulsory for bidders to substantiate that they meet the above specific goals requirements by submitting the following evidence:

- (i) Copy of Enterprise Registration Certificate (CIPC)
- (ii) Original certified copies of ID for all directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise.
- (iii) Current Enterprise Municipal tax invoice for water and electricity or tribal authority letter for rural areas within the KwaZulu-Natal Province

**PRICE BREAKDOWN**

SUMMARY OF COST	TOTAL COST OF GUARDS FOR 12 MONTHS	TOTAL COST FOR GUARDS FOR 36 MONTHS
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TREASURY HOUSE (SITE 1)	R.....	R.....
NOMLANGA BUILDING (SITE 2)	R.....	R.....
NATALIA BUILDING (SITE 3)	R.....	R.....
THE MARINE BUILDING (SITE 4)	R.....	R.....
<b>TOTAL COST FOR GUARDS FOR 36 MONTHS</b>		R.....
<b>ADD: TOTAL COST FOR OVERHEADS AND PROFIT</b>		R.....
<b>TOTAL COSTS FOR 36 MONTHS</b>		R.....
Add 15% VAT		R.....
<b>BID TOTAL</b>		R.....

**NB:** The bidder must take into consideration the following conditions for pricing:

- The bid price must be indicated on the pricing schedule SBD 3.1.
- The security officers must not be remunerated below PSIRA rate despite any employment agreement entered.
- The Department shall consider prices changes that are gazetted by PSIRA and or Bargaining Council for salaries, the overheads, and profit margins shall be fixed for the duration of the contract.
- A bidder must submit one consolidated price schedule for all four (4) sites. The pricing schedule must be fully completed. Failure to comply will lead to disqualification.



## KWAZULU-NATAL PROVINCE

TREASURY  
REPUBLIC OF SOUTH AFRICA

	<b>Meeting Closure:</b>
	Meeting adjourned at 11:20am.

No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS
	The service provider highlighted that most service providers do not own the property that they are utilizing can we attach a lease agreement as evidence?	Please attached the evidence indicated in the bid document
	The service provider requested the department adhere to the PSIRA rates as it causes problems in the industry when the companies go on appeal.	Noted
	Are prices to be inclusive of VAT	Yes, total cost is to be inclusive of VAT if the service provider is a VAT Vendor.
	Are prices meant to be shown for all three years at the current PSIRA rates for security office salaries or do we adjust them?	Prices will reflect the current PSIRA rates, adjustment will take effect once the rates have been amended by PSIRA and the company has made an application to that effect to the department in line with the rate adjustments.