



REQUEST FOR PROPOSAL

RFB NUMBER:	RFB007/2026
DESCRIPTION:	APPOINTMENT OF ONE SERVICE PROVIDER PER REGION TO PROVIDE SECURITY SERVICES AT SAFCOL SITES FOR A PERIOD OF THREE (3) YEARS
PUBLICATION DATE:	25 JUNE 2026
VALIDITY PERIOD:	90 DAYS FROM THE CLOSING DATE
CLOSING DATE:	16 JULY 2026
CLOSING TIME:	12H00
BRIEFING SESSION	COMPULSORY BRIEFING SESSION WILL BE HELD ON MICROSOFT TEAMS AS PER BELOW LINK: https://teams.microsoft.com/meet/327283528275972?p=9dYgedr0cE4Mcd rnQj DATE: 03 JULY 2026 TIME : 11H00 - 12H30 FAILURE TO ATTEND THE SESSION WILL LEAD TO DISQUALIFICATION
BID RESPONSES MUST BE HAND DELIVERED / COURIERED TO:	SAFCOL NELSPRUIT OFFICE ABSA Square 3RD Floor; Reception 20 Paul Kruger Street Mbombela, Nelspruit
PRICE OF BID DOCUMENT	NO CHARGE
SCM INQUIRIES: For all bidding related enquiries	Ms. Lungile Moeketsi E-mail: Lungile.Moeketsi@safcol.co.za
NAME OF BIDDER:	
TOTAL BID AMOUNT (Including VAT): R	

Bidders should ensure that bids are delivered on time to the correct address. If the bid is late, it shall not be accepted for consideration.

The SAFCOL's Bid Box is generally accessible 8 hours a day from 08h00 to 16h30; 5 days a week (Monday to Friday). Bidders must ensure that they **deposit their bids in the tender box situated next to the reception.**

(Bidders must advise their couriers of the instruction above to avoid misplacement of bid responses)

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – **(NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF THE BID, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

BIDDING STRUCTURE

Indicate the type of Bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Using Subcontractors	
Other	

If individual bidder, indicate the following:	
Name of bidder	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If Joint Venture, indicate the following: (To be completed for each JV)	
Name of prime contractor	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	

If Joint Venture, indicate the following: (To be completed for each JV)	
Fax number	
E-mail address	
Postal address	
Physical address	

If Consortium, indicate the following: (To be completed for each Consortium member)	
Name of Joint Venture/ Consortium member	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using subcontractors, indicate the following: (To be completed for each subcontractor)	
Name of prime contractor	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

Checklist of documents to be submitted:

Please tick in the relevant block below

YES

NO

☐☐

Submit an Original bid document and a copy.

☐☐

SBD 1: Invitation to Tender (with a signature of an authorized representative of the Tenderer)

☐☐

Specifications, Conditions of tender and Undertakings by Tenderer (with a signature of an authorized representative of the Tenderer)

☐☐

SBD 3.1 Pricing Schedule

☐☐

SBD 4- Bidder's disclosure

☐☐

SBD 6.1 Preference Point Claim Form in terms of the preferential procurement regulations 2022

☐☐

Certified copies of your CIPC company registration documents listing all members with percentages, in case of a close corporation

☐☐

Certified copies of latest share certificates, in case of a company.

☐☐

A breakdown of how fees and work will be spread between members of the Tendering consortium.

☐☐

Supporting documents to responses to Mandatory Criteria

☐☐

Supporting documents – Central Supplier Database Registration Summary Report

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SAFCOL					
BID NUMBER:	RFB007/2026	CLOSING DATE:	16 JULY 2026	CLOSING TIME:	12:00
DESCRIPTION	APPOINTMENT OF ONE SERVICE PROVIDER PER REGION TO PROVIDE SECURITY SERVICES AT SAFCOL SITES FOR A PERIOD OF THREE (3) YEARS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT
(STREET ADDRESS)

SAFCOL NELSPRUIT OFFICE				
ABSA Square				
3RD Floor; Reception				
20 Paul Kruger Street				
Mbombela, Nelspruit				
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	☐	A REGISTERED AUDITOR	
	NAME:		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS ON SPECIFIC GOALS, WHERE APPLICABLE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g., resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	SAFCOL	CONTACT PERSON	Ilse Botman
CONTACT PERSON	Lungile Moeketsi	TELEPHONE NUMBER	N/A
TELEPHONE NUMBER	N/A	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	Ilse.Botman@sa fcol.co.za
E-MAIL ADDRESS	tenders@safcol.co .za		

TERMS AND CONDITIONS FOR BIDDING

BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐

YES ☐ NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

GENERAL INFORMATION

1 NON-EXPECTATION:

Notwithstanding anything stated in the Request for Proposals (“**RFP**”), in the advertisements published in respect of the RFP, any answers or clarification provided by the SAFCOL as part of the SCM process or otherwise:

- 1.1 The procurement of accommodation, goods or services will be at the SAFCOL’s sole and absolute discretion and the SAFCOL reserves the right, including without limitation: not to accept any proposal/bid and to cancel the RFP and this TOR, without awarding any contract; unilaterally to amend/supplement/split the specifications on the basis of which the RFP and this TOR is made, including but without limiting, the right to withdraw any part of the service requirement;
 - 1.1.1 to ask clarification of their proposals/bids from any one or more of the bidders;
 - 1.1.2 to conduct one or more inspections *in loco* at the venues and facilities offered; and
 - 1.1.3 to link any conditions, it deems appropriate to its acceptance of any bid.
- 1.2 the RFP, its advertisement or this TOR does not constitute an offer. The aforementioned documents intend only to provide enough information for the preparation and submission of comparable proposals by the bidders.
- 1.3 the lowest or any proposal/bid may not necessarily be accepted.
- 1.4 nothing in the RFP, this TOR or in the advertisements published in respect of the RFP or in the actions of the SAFCOL, the Head/Acting Head of the SAFCOL, the SAFCOL’s agents, members, officials or employees must be construed as creating any expectation, legitimate or otherwise, regarding matters dealt with in the RFP, the advert for the RFP or this TOR or any other matters.

2 CONDITIONS AND UNDERTAKINGS BY BIDDER BID

- 2.1 **The Bid forms should not be retyped or redrafted, but photocopies may be prepared and used.** However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.
 - 2.1.1 Black ink should be used when completing Bid documents.
 - 2.1.2 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. SAFCOL will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.
- 2.2 I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to SAFCOL on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken

as part of, and incorporated into, this Bid) at the prices inserted therein.

- 2.3 I/We agree that -
- 2.4 the offer herein shall remain binding upon me/us and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing hour and date of the Bid;
- 2.5 the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and
- 2.6 NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**
- 2.7 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 2.8 I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfilment of this contract.

Signature(s) of Bidder or assignee(s)	Date
Name of signing person (in block letters)	
Capacity	
Are you duly authorized to sign this bid?	
Name of Bidder [company name] (in block letters)	
Postal address (in block letters) Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)	
Telephone Number	FAX Number:
Cell Number	E-mail Address:

Confidentiality

- 2.9 The information contained in this document is of a confidential nature and must only be used for purposes of responding to this RFP. This confidentiality clause extends to bidder, partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this RFP.
- 2.10 For purposes of this process, the term “Confidential Information” shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party’s strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know how, architectural information, information contained in a party’s software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.
- 2.11 The receiving party shall not, during the period of validity of this process, or at any time, thereafter, use or disclose, directly or indirectly, the confidential information of SAFCOL (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.
- 2.12 The receiving party shall take all such steps as may be reasonably necessary to prevent SAFCOL’s confidential information coming into the possession of unauthorized third parties. In protecting the receiving party’s confidential information, SAFCOL shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorized use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.
- 2.13 Any documentation, software or records relating to confidential information of SAFCOL, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process shall:
- 2.13.1 be deemed to form part of the confidential information of SAFCOL;
 - 2.13.2 be deemed to be the property of SAFCOL;
 - 2.13.3 not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and
 - 2.13.4 be surrendered to SAFCOL on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.

3 News and press releases

- 3.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, SAFCOL and its Client.

4 Precedence of documents

- 4.1 This RFP consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.
- 4.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and

which appear in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that SAFCOL may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by SAFCOL.

- 4.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFP. It, however, remains the exclusive domain and election of SAFCOL as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of SAFCOL in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

5 Preferential procurement reform

- 5.1 SAFCOL supports B-BBEE as an essential ingredient of its business. In accordance with government policy, SAFCOL insists that the private sector demonstrates its commitment and track record to B-BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.
- 5.2 SAFCOL shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) to this proposal read together with the Preferential Regulations, 2022.

6 National Industrial Participation Programme

- 6.1 The National Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (SBD5 is not applicable for this bid.).

7 Language

- 7.1 Bids shall be submitted in English.

8 Gender

- 8.1 Any word implying any gender shall be interpreted to imply all other genders.

9 Headings

- 9.1 Headings are incorporated into this proposal and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

10 Security clearances

- 10.1 Employees and subcontractors of the successful bidder may be required to be in possession of valid security clearances to the level determined by the SSA and/or SAFCOL commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The bidders shall supply and maintain a list of

personnel involved on the project indicating their clearance status.

- 10.2 Employees and subcontractors of the successful bidder will be required to sign a non-disclosure agreement.

11 Occupational Injuries and Diseases Act 13 of 1993

The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this bid and/ or subsequent agreement. SAFCOL reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to SAFCOL.

12 Formal contract

- 12.1 This RFP, all the appended documentation and the proposal in response thereto read together, form the basis for a formal contract to be negotiated and finalized between SAFCOL and/or its clients and the enterprise(s) to whom SAFCOL awards the bid in whole or in part.
- 12.2 Any offer and/or acceptance entered verbally between SAFCOL and any vendor, such offer shall not constitute a contract and thus not binding on the parties.

13 Protection of Personal Information

In responding to this bid, SAFCOL acknowledges that it may obtain and have access to personal data of the respondents. SAFCOL agrees that it shall only process the information disclosed by bidders in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, SAFCOL will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SAFCOL requires Respondents to process any personal information disclosed by SAFCOL in the bidding process in the same manner.

14 Reasons for disqualification

- 14.1 SAFCOL reserves the right to disqualify any bidder, which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:
- 14.1.1 bidders whose tax matters have not been declared by the South African Tax Revenue services to be in order, or that satisfactory arrangements have been made with the South African Tax Revenue Services to meet the bidder's tax obligations;
 - 14.1.2 bidders who submitted incomplete information and documentation essential for the adjudication of the requirements of this RFP;
 - 14.1.3 bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, Work references, experience, etc.;
 - 14.1.4 bidders who received information not available to other vendors through fraudulent means; and/or
 - 14.1.5 bidders who do not comply with mandatory requirements as stipulated in this RFP.
 - 14.1.6 bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts; and/or;
 - 14.1.7 bidders who are listed on the National Treasury's database of restricted suppliers and defaulters.

15 National Treasury's Central Supplier Database (CSD)

- 15.1 Tenderers are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. SAFCOL is required to ensure that price proposals are invited and accepted from prospective Tenderers listed on the CSD. Tender may not be awarded to a Tenderer who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>. Respondents are required to provide the following to SAFCOL in order to enable it to verify information on the CSD:

Supplier Number: _____ unique registration reference number: _____.

16 Bid preparation

- 16.1 All additions to the proposal documents i.e. annexures, supporting documentation pamphlets, photographs, technical specifications and other support documentation covering the goods offered etc. shall be neatly bound as part of the schedule concerned.
- 16.2 All responses regarding questions posed in the annex attached herewith shall be answered in accordance with the prescribed RFP response format.
- 16.3 There shall be no public opening of the Bids received. Unless specifically provided for in the proposal document, Bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.
- 16.4 No Bids from any bidder with offices within the Republic of South Africa (RSA) shall be accepted if sent via the Internet or e-mail.
- 16.5 Bids from international bidders with no office or representation in the RSA shall not be accepted.

17 Oral presentations and briefing sessions

- 17.1 Bidders who submit Bids in response to this RFP may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to SAFCOL. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. SAFCOL shall schedule the time and location of these presentations. Oral presentations are an option of SAFCOL and may or may not be conducted.
- 17.2 Any bidder who has reasons to believe that the tender specification is based on a specific brand must inform SAFCOL not later than ten (10) days after the publication of the Bid.

The closing date for questions/ enquiries on this RFB007/2026 is 08 July 2026 at 12H00.

GENERAL CONDITIONS OF BID AND CONDITIONS OF CONTRACT

- 1 Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document and are required to explicitly state either "Comply" or "Do not Comply" (with a ✓) regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.
- 2 A "✓" under "Comply" will be interpreted as full compliance/acceptance to the applicable paragraph. A "✓" under "Do Not Comply" will be interpreted that the Bidder/s has/have read and understood the paragraph, but the bidder **does not accept** the content of the applicable paragraph.
- 3 The following bid conditions will govern the contract between the SAFCOL and the successful bidder:

3.1

This Bid is subject to the General Conditions of Contract referred to in this document.	Comply	Do not Comply

3.2

The laws of the RSA shall govern this RFP and the bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	Comply	Do not Comply

3.3

SAFCOL shall not be liable for any costs incurred by the bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	Comply	Do not Comply

3.4

SAFCOL SCM may request written clarification regarding any aspect of this proposal. The bidders must supply the requested information in writing within the specified time frames after the request has been made, otherwise the proposal shall be disqualified.	Comply	Do not Comply

3.5

In the case of Consortium, Joint Venture or Subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and rand value.	Comply	Do not Comply

3.6

SAFCOL reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all.	Comply	Do not Comply

3.7

Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.	Comply	Do not Comply

3.8

By submitting a proposal in response to this RFP, the bidders accept the evaluation criteria as it stands.	Comply	Do not Comply

3.9

Where applicable, SAFCOL reserves the right to conduct benchmarks on product/services offered during and after the evaluation.	Comply	Do not Comply

3.10

SAFCOL reserves the right to conduct a pre-award's survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFP and supporting documents.	Comply	Do not Comply

3.11

Where the Bid calls for commercially available solutions, bidders who offer to provide future based solutions will be disqualified.	Comply	Do not Comply

3.12

The bidder should not qualify the proposal with own conditions. Caution: If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.	Comply	Do not Comply

3.13

Should the bidder withdraw the proposal before the proposal validity period expires, SAFCOL reserves the right to recover any additional expense incurred by SAFCOL having to accept any less favourable proposal or the additional expenditure incurred by SAFCOL in the preparation of a new RFP and by the subsequent acceptance of any less favourable proposal.	Comply	Do not Comply

3.14

Delivery of and acceptance of correspondence between SAFCOL and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.	Comply	Do not Comply

3.15

Should the parties at any time before and/or after the award of the proposal and prior to, and/or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. SAFCOL shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations. Such cancellation shall mean that SAFCOL reserves the right to award the same proposal to next best bidders as it deems fit.	Comply	Do not Comply

3.16

In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.	Comply	Do not Comply

3.17

Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by SAFCOL signatory and added to this RFP as an addendum.	Comply	Do not Comply

3.18

Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.	Comply	Do not Comply

3.19

Bidders who make use of subcontractors. The proposal shall, however, be awarded to the vendor as a primary contractor who shall be responsible for the management of the awarded proposal. No separate contract shall be entered into between SAFCOL and any such subcontractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.	Comply	Do not Comply

3.20

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	Comply	Do not Comply

3.21

No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.	Comply	Do not Comply

3.22

Evaluation of Bids shall be performed by an evaluation panel established by SAFCOL. Bids shall be evaluated on the basis of conformance to the required specifications as outlined in the RFP. Points shall be allocated to each bidder, on the basis that the maximum number of points that may be scored for price is 80/90, and the maximum number of preference points that may be claimed for B-BBEE (according to the PPPFA) is 20/10.	Comply	Do not Comply

3.23

If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.	Comply	Do not Comply

3.24

The bidders' response to this tender, or parts of the response, shall be included as a whole or by reference in the final contract.	Comply	Do not Comply

3.25

SAFCOL has discretion to extend the validity period should the evaluation of this bid not be completed within the stipulated validity period.	Comply	Do not Comply

3.26

Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original bid response valid under the same terms and conditions for a further period.	Comply	Do not Comply

3.27

Should the bidder change any wording or phrase in this document, the bid shall be evaluated as though no change has been affected and the original wording or phrasing shall be used.	Comply	Do not Comply

3.28

The Bidder has read, understood and commit to comply with the SAFCOL Supplier code of conduct obtainable from: t: SCM-DOC-001 SUPPLIER CODE OF CONDUCT or https://www.safcol.co.za/opportunities/procurement-opportunities/ NB: Non-compliance will lead to disqualification from the bid process.	Comply	Do not Comply

SBD 3.1:PRICING SCHEDULE

Name of bidder:

BID NUMBER: RFB007/2026

Closing Date: 16 July 2026

Closing Time 12:00

PLEASE NOTE:

OFFER TO BE VALID FOR 90 DAYS FROM 16 JULY 2026 (THE CLOSING DATE OF BID).

The bidder must provide the total price for the

RFB007/2026 – APPOINTMENT OF ONE SERVICE PROVIDER PER REGION TO PROVIDE SECURITY SERVICES AT SAFCOL SITES FOR A PERIOD OF THREE (3) YEARS.

This annexure should be completed and signed by the Bidder's authorised personnel as indicated below: **If applicable each year**

- 1 Please indicate your total bid price here: R..... (Incl of VAT)
(compulsory)
- 2 **Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.**
- 3 **NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).**

- 4 Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

- 5 **Mandatory:** If not firm for the full period, provide details of the basis on which adjustments shall be applied e.g. CPI, and also details of the cost breakdown.

6.

No price adjustments that are 100% linked to exchange rate variations shall be allowed.	Comply	Not comply
Substantiate / Comments		

7.

The bidder must indicate clearly , which portion of the service price as well as the monthly costs is linked to the exchange rate.	Comply	Not comply
Substantiate / Comments		

8.

All additional costs must be clearly specified.	Comply	Not comply
---	--------	------------

Substantiate / Comments		

Price Declaration Form

Dear Sir/Madam

Having read through and examined the Tender Document, Tender no. **RFB007/2026**, the General Conditions, The Requirement and all other Annexes to the Tender Document, we to provide

_____, for the total tendered contract sum of:

R _____ (including VAT)

In Words: R _____ (including VAT).

We confirm that this price covers all services for the:

RFB007/2026: APPOINTMENT OF ONE SERVICE PROVIDER PER REGION TO PROVIDE SECURITY SERVICES AT SAFCOL SITES FOR A PERIOD OF THREE (3) YEARS.

including but not limited to the supply of all required. We confirm that SAFCOL will incur no additional costs whatsoever over and above this amount in connection with the services related to the provision of this services We undertake to hold this offer open for acceptance for a period of **90 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer; we will commence with delivery when required to do so by the Client.

Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Tender, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Proposals.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

SIGNED

DATE:

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY NAME

Tel No

Fax No

Cell No

SBD 4: Declaration of Interest

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 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? **YES/NO**

2.3.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....
.....
3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 **I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;**
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bid

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

a) The applicable preference point system for this tender is 90/10 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 90/10 PREFERENCE POINT SYSTEMS

A maximum of 90 points is allocated for price on the following basis:

$$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)^{90/10}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Proof/documents to claim points (Failure to submit the listed documents will result in no points allocated as claimed)
Procurement from black women owned entities (At least 30% ownership).	04		Document, CIPC Documents (company document), BBBEE certificate or sworn Affidavit
Procurement from black owned entities (At least 51% ownership).	02		BBBEE certificate or Sworn Affidavit
Procurement from youth owned entities (At least 51% owned by youth).	02		ID Document, CIPC Documents (Company Document)
Procurement from entities owned by persons with disabilities (At least 51% owned by PWD).	02		Letter from the medical doctor confirming disability.

DECLARATION WITH REGARD TO COMPANY/FIRM

3.2. Name of company/firm.....

3.3. Company registration number:

3.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

3.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

TERMS OF REFERENCE

RFB007/2026: APPOINTMENT OF ONE SERVICE PROVIDER PER REGION TO PROVIDE SECURITY SERVICES AT SAFCOL SITES FOR A PERIOD OF THREE (3) YEARS.

1. PURPOSE

- 1.1 The purpose of this Request for Bid (RFB) is to appoint one suitable service provider per Region (Northern and Southern region), respectively, to render **Security Services (human guards only)** at SAFCOL sites for a period of three (3) years.

2. BACKGROUND

- 2.1 SAFCOL The South African Forestry Company SOC Ltd (SAFCOL) is a state-owned forestry company listed as a Schedule 2 major public entity in terms of the Public Finance Management Act 1 of 1999. It was established in 1992 following the promulgation of the Management of State Forest Act 128 of 1992 to promote the development in the long term of the forestry industry according to accepted commercial management practice in South Africa. Through its wholly owned subsidiary, Komatiland Forests (KLF), SAFCOL conducts its forestry operations and manages plantation assets in various regions of the country.

- 2.2 SAFCOL's plantations and operational sites are exposed to various criminal activities including:

- Timber theft
- Illegal mining
- Illegal occupation
- Malicious damage to property
- Threats against employees and assets

- 2.3 SAFCOL is certified by an external certification body, requiring effective measures to **prevent, detect and manage** risks and illegal activities.

2.4 Objectives of the Required Services

- 2.4.1 To effectively manage and ensure the safety of assets and personnel by preventing, detecting, monitoring, and responding to incidents of criminal activity.
- 2.4.2 To mitigate security risks and crime exposure in a dynamic crime environment through optimal deployment of security services, reducing potential human error or interference.
- 2.4.3 To enable integrated decision-making through regular security risk assessments conducted as part of SAFCOL's security strategy.

3. SCOPE OF WORK / SPECIFICATION

- 3.1. This is a fixed-term contract valid for three (3) years from commencement date.
- 3.2. The contract includes the **provision of physical security guards only** across SAFCOL sites in both the **Northern and Southern regions**.
- 3.3. Bidders may submit Bids for one or both regions outlined in the RFB. However, SAFCOL reserves the exclusive right, at its sole discretion, to limit the award of contracts such that no single bidder shall be awarded more than one region. This restriction applies irrespective of the bidder's technical or financial

capacity, or the competitiveness of their Bid(s). The determination to impose this limitation may be based on, but not limited to the following considerations:

- 3.3.1.** Risk mitigation through diversification of service providers;
- 3.3.2.** Strategic alignment with organisational objectives;
- 3.3.3.** Optimisation of value for money outcomes; and
- 3.3.4.** Compliance with competitive procurement principles.

3.4 Bidders acknowledge that submission of Bids for multiple regions does not guarantee eligibility for award in more than one region. SAFCOL's decision on regional allocations shall be final and binding.

3.5 SAFCOL reserves the right to adjust the required number and placement of guards based on the situational conditions and prevailing risk appetite.

4 TERMS AND CONDITIONS OF SERVICE

4.1 Patrols and Premises Protection

- 4.1.1** Conduct scheduled and random patrols covering the entire plantation, including perimeter and buildings.
- 4.1.2** Patrol buildings frequently to detect emergencies, risks or defects; record findings and take appropriate action.
- 4.1.3** Deploy roaming patrols for intrusion detection, crime prevention and general surveillance.
- 4.1.4** Provide a reaction unit to respond to emergencies in compliance with legislation.

4.2 Access Control and Movement Management

- 4.2.1** Control access of all persons and vehicles entering or exiting the premises.
- 4.2.2** Maintain access control registers on site.
- 4.2.3** Conduct searches on all persons and vehicles entering/exiting.
- 4.2.4** Verify identity and monitor movement of vehicles.

4.3 Incident Management and Reporting

- 4.3.1** Record all incidents in the Occurrence Book (OB) or register.
- 4.3.2** Report all noteworthy incidents and security breaches to the Plantation Manager, Security Manager and SAPS (where applicable).
- 4.3.3** Manage and record confiscated or impounded goods/assets.
- 4.3.4** Take immediate action upon suspected illegal activities.

4.4 Emergency Response

- 4.4.1** Provide a response unit to attend emergencies promptly
- 4.4.2** Follow communication and escalation procedures during crises

4.5 Monitoring and Risk Management Monitoring and Risk Management

- 4.5.1** Monitor security threats and provide early-warning alerts.
- 4.5.2** Conduct regular security risk assessments and recommend mitigation measures.
- 4.5.3** Use an Electronic Active Guard Patrol Monitoring System with scan-point recording.

4.6 Supervision and Service Management

- 4.6.1.** Ensure daily supervision of security officers.
- 4.6.2.** Monitor performance and ensure clarity of duties and productivity.
- 4.6.3.** Attend monthly service performance meetings (or as required).

4.7. Security Personnel Requirements

4.7.1. All personnel must be in full uniform while on duty.

4.7.1.1. Uniforms must be neat, identifiable and include raincoats/overcoats where required.

4.7.1.2. Personnel must display visible company identification with name, photo, ID number and staff number.

4.8. Probation period

4.8.1. Service providers will be placed on a mandatory three (3)-month probation period commencing upon award of the contract. The NEC4 Term Service Contract (TSC) agreement will be signed; however, should any of the required conditions not be fully met or implemented, the applicable termination clause will be enforced.

4.9. Required Equipment

4.9.1. The service provider must ensure availability and functionality of:

- a) Access scanners
- b) Handcuffs
- c) Whistles
- d) Pocket books
- e) Pens
- f) Flashlights/torches
- g) Two-way radios
- h) Occurrence Book
- i) Cellphone (with airtime and data)
- j) PSIRA ID card & company ID card
- k) Pepper spray

4.10.SAFCOL SITES

SAFCOL reserves the right to adjust the required number and placement of guards based on the situational conditions and prevailing risk appetite. SAFCOL's locations that require security services are listed below. The tables indicate the required guards per site on a 24 hour basis:

AREAS OF OPERATIONS

Northern Area Service Points		Nearest Town	Static Guards (unarmed) C	Armed Guards	ARMED RESPONSE UNIT (1x supervisor & 2x armed guards in 4x4 vehicle on standby in close proximity to service point)
Woodbush	Woodbush	Tzaneen	5	4	0
	New Agatha	Tzaneen			
	JDM Keet	Tzaneen			
Entabeni	Entabeni	Levubu/Thohoyandou	6	4	0
	Hanglip	Makhado			
	Thathe Vondo	Thohoyandou			
Timbadola Sawmill	-	Levubu/Thohoyandou		4	0
Ecotourism* (Northern Area)	Woodbush	Tzaneen	2		
TOTAL			13	12	0

*Ecotourism

Northern Area Service Points		Nearest Town	Static Guards (unarmed) Grade C	Armed Guards	ARMED RESPONSE UNIT (1x supervisor & 2x armed guards in 4x4 vehicle on standby in close proximity to service point)
Tweefontein	Tweefontein	Sabie	6	8	3
	Ceylon	Sabie			
Brooklands		Sabie	7	3	
Uitsoek	-	Mbombela	4	5	
Bergvliet	Bergvliet	Sabie	6	6	
	Spitskop	Sabie			
	Witwater	Hazyview			
	Frankfort	Sabie			
Witklip	-	White River	2	5	
Nursery	-	Sabie	2		
Research	-	Sabie	0		
Technical Services (Swartfontein)	-	White River	2		
Platorand		Sabie	1	0	
Wilgeboom	-	Graskop	3	3	
Blyde	Blyde	Graskop			
	Morgenzon	Pilgrims Rest	3	5	
	Blyde Sawmill	Graskop			
TOTAL			36	35	9

***Eco-Tourism sites**

Southern Area Service Points		Nearest Town	Static Guards	Armed Guards	ARMED RESPONSE UNIT (1x supervisor & 3x armed guards in 4x4 vehicle on standby in close proximity to service point)
Nelshoogte	-	Barberton	4	7	9
Berlin	-	Mbombela	5	0	
Jessievale	Jessievale	Carolina	6	7	
	Redhill	Dundonald			
Roburnia	Roburnia	Amsterdam	4	6	
	Blairmore	Amsterdam			
Ngome	-	Nongoma/Vryheid	2	5	
Belfast	Belfast	Belfast			
	Pan	Middelburg	3	5	
Lakenvlei	-	Belfast	1		
Highveld Regional Office	-	Belfast	2		
Palm Ridge Nursery				2	
		Mtubatuba			
	Lone Creek Falls*	Graskop	2		
	Bridal Veil Falls*		1		
	Mac Mac Pools*		1		
	Mac Mac Falls*		2		
	Berlin Falls*		1		
	Green* Heritage		2		
	Lisbon falls*	Graskop	1		
TOTAL			37	32	9

***Eco-Tourism sites**

4.11.DELIVERY OF GOODS OR SERVICES

The service provider(s) will be required to provide security services to SAFCOL plantations, and Non-Forestry Business Units. Herewith but not limited to the summary of deliverables:

- Conduct Security Risk Assessment (SRA) to understand the implications of existing and potential future security threats, risks, and vulnerabilities affecting SAFCOL's business.
- Proactively prevent security incidents, unauthorised, illegal and criminal activity on SAFCOL sites affecting its employees, biological assets, products, premises and equipment through the optimal use of security knowledge and infrastructure,
- Identify, develop, and prioritise implementation of continuous improvements that do not need capital investment, through available human and financial resources.
- Calibrate emergency response and business continuity plans (BCPs) according to possible security scenarios unique to each specific site.
- Support investigations (in consultation and co-operation with law enforcement bodies including SAPS) with the view to facilitate prosecution and conviction (through Prosecuting Authorities) perpetrators of crime affecting SAFCOL.
- Support the Company against litigation and liabilities that may result from crime on sites, based on the optimal and responsible implementation of an integrated security service solution.
- Comply with relevant legislation, regulations, FSC and other certification requirements and appropriate industry standards relating to an effective security service solution.
- Comply with SAFCOL policies and procedures.

Resources will be fully allocated as per agreement but may change as conditions and strategies change. As per BU's needs and payment will only commence for that particular month when full services were rendered as per the requirements and agreement

No.	Deliverables	Objective	Scope of Work
1.	Access Control	• Ensure that only authorized personnel and vehicles are on the plantation. • Guards must monitor and report illegal entry and exit from the plantations.	• Provide static/armed guards at main access points as per requirement. • Conduct random roadblocks. • Patrols for visibility (Vehicle / walking) • Conduct random vehicle inspection (private and SAFCOL) visitors and employees • Conduct entry security measures to check permits, roadworthiness of trucks.
2.	Protection of SAFCOL assets, personnel, premises	• Protection and security services must be rendered to all staff, employees, visitors to SAFCOL, and customers. • To guard and protect all infrastructure, equipment and materials from damage, theft and vandalism.	• Provide static and armed guards to monitor the area, as per positions/locations identified by the business unit, see SAFCOL sites above • Install and monitor alarms in the area. • Install and monitor a clocking or radio system to monitor movement of deployed guards. • Provide written daily/monthly reports to BU Manager for the above (on a standardized template). • Security service provider manager to keep store chainsaws keys, and guards to escort the vehicle transporting chainsaws and other equipment. • Security service provider to provide armed guards to

No.	Deliverables	Objective	Scope of Work
			protect forestry machines in-field.
3.	Protection of the forest asset	• Protection of the forest asset. • Provide an armed patrol/response unit as per plantation requirements.	• Patrol and prevent unauthorized and illegal activities – harvesting/collecting of unauthorized forest produce, illegal mining, report poaching, fences cut or damaged, unwanted fires, remove snares/poaching, land invasion / encroachment of settlements. • Livestock grazing and its negative impacts. • Patrol for timber theft- illegal harvesting of logs, unauthorized transport, or removal of forest product • Stop loading or transportation of timber without a valid permit.
4.	Control rooms/Communication	• Provide a functional control room for all service points and the requisite administrative duties that monitors guard deployment, alarms, cameras, and dispatch response accordingly.	• Monitor alarms, radios, cell phones, and panic buttons etc. and guard activity monitoring systems.
5.	Armed patrol/response unit	• Provide armed response unit to all business units and all incidents must be responded to within 20 minutes by a response vehicle to ensure efficient response. • Provide dedicated vehicle/s as per business unit requirements. • Deliverables for the unit-escorting teams/chainsaws to and	• Patrol and inspect forest areas to curb illegal activities such as unlicensed fishing and mining of material. • Report, monitor and curb illegal timber operations. • Report, monitor and curb fuel theft from bowzers, vehicles and equipment.

No.	Deliverables	Objective	Scope of Work
		from infield, conduct patrols for illegal activities including environmental crimes. • Provide armed response in case of an emergency on the allocated business, responsible for coordinating guard posts on the plantation. • Ensure the safe keeping and inventory recording of any items confiscated from an illegal / unauthorized activity e.g. mining tools / chainsaws, etc.	• Report, monitor and curb any illegal land occupations and illegal structures on land operated by SAFCOL. • Report, monitor and curb any illegal dumping. • Report, monitor and curb vagrants roaming on land operated by SAFCOL. • Report and monitor any illegal hunting and poaching. • Report, monitor and curb any illegal apiary sites. • Report, monitor and curb any unlicensed activity i.t.o Section 23 of National Forest Act. • Report, monitor and curb any unlicensed activity i.t.o section 7 and 15 of the National Forest Act. • Assist with the monitoring and reporting of rare and endangered fauna and flora in the standard format • Report, monitor and curb unlicensed quad bikes, mountain bikes, vehicles and trucks, pack animals, hikers and dogs on land operated by SAFCOL. • Report, monitor and curb any damage to plantation infrastructure i.e. fences, buildings, plantation signage, filling points and dams, roads blocked by trees and rocks etc. • Report, monitor and curb any unlicensed

No.	Deliverables	Objective	Scope of Work
			removal of forest produce from SAFCOL land. • Report any damage to growing stock caused by baboons, insects, rodents, antelopes etc. • Report, monitor and curb any illegal fires especially under fire prohibition conditions. • Report, monitor and curb any stacking and placing of timber in fire breaks and special management zones (SMZs). • Report and monitor illegal mining.
6.	Ongoing Risk and Threat assessments as per business unit/service point	• A Management/Operational Plan must be compiled for security operations of SAFCOL and presented to SAFCOL for approval • Provide security resources as per the risk profile of the business unit.	• An Emergency Response Plan must be provided for SAFCOL operations that will deal with events that threaten business continuity. Events must include but not limited to theft, strikes, crowd control and control room contingencies, armed attacks, hijacking, arson, firefighting in buildings and plantation. Adequate manpower, vehicles and equipment must be available for dealing with emergencies.
7.	Manage and respond to emergencies threatening SAFCOL assets, people and business continuity, including stake out.	• The service provider must demonstrate ability to gather intelligence regarding illegal activities, robberies, and theft on the business units. • Service provider to be equipped with forestry security experience to conduct in-field patrols,	• Identify illegal activities. • Open cases with SAPS – provide case numbers to SAFCOL within 24 hours. • Conduct an internal investigation – gather intelligence and follow up on leads. Provide

No.	Deliverables	Objective	Scope of Work
		make arrests, open cases with SAPS and gather intelligence to open cases and present cases in court. • Service provider is equally accountable for successful prosecution/conviction of the perpetrators/suspects.	SAFCOL with a detailed investigation report within 7 days • Provide all relevant information to SAPS and Business Unit Manager. • Provide witnesses for security incident e.g. courts, litigation and disciplinary hearing. Keep and manage all relevant records of all cases with SAPS.
8.	Ad hoc Services as may be requested from time to time, response within 24 hours	• A centralised response unit to respond to emergencies as and when required. • A specialized dog unit to respond as and when required. • Any additional guards (static/armed) to be deployed upon special request.	Service Provider expected to offer Ad hoc security services as and when required by the Company.
9.	Use speed points to collect entrance fees	Place static security guard at all open areas (e.g. waterfalls, hiking trails) to – • manage access control; • collect entrance fees (using EFT facilities; and • report ablution facilities and/or water infrastructure that may be out of order.	The Ecotourism Business Unit require security guards at all the Open Areas (Waterfalls) where they provide access control as well as collect the entrance fees paid at the various sites
10.	Eco-Tourism	• Eco-tourism Facilities and activities are located in areas which are frequented by tourists, so the focus on their protection is imperative.	Ensure provision of security service to ensure management of SAFCOL's eco-tourism assets and facilities and the safety of visitors/tourists.
11.	Theft of Cycad Plants / bark harvesting / medicinal plant harvesting	• Criminals dig out the cycad plants either to sell or to use as ornamental plants around the house.	Ensure provision of Security services on SAFCOL sites where the Cycad plants grow.

5. SECURITY NEEDS DESCRIPTIONS

a. Forest Patrol/Armed Unit

- The patrol unit must be visible throughout the BU on daily basis.
- The unit functions for 24 hours as per the requirements of the business unit, and the unit will not be allowed to leave its designated area of work without replacement unit and notifying the BU manager of such.
- The unit is manned with 1 Grade B Supervisor and 3 or 4 Grade C Guards, according to the requirements.
- Compile security risk reports
- Maintain security incident registers

b. Security Guards

- Service Provider must manage operations such that guards are supervised, skilled and equipped to perform duties and must be in possession of a PSIRA certificate with a minimum Grade C qualification.
- Guards must be monitored with a suitable and reliable monitoring system and daily reports submitted to Business Unit Management.
- Guards and supervisors must be available for day and night 24 hours, 7 days a week, 365 days per year.
- Guards must at all times be uniformed and on time at work station, with company insignia and PSIRA identification cards on their person.
- Premises must not be left unguarded at any given time without approval from Business Unit Management. SAFCOL may declare certain sites half-day sites at their sole discretion.
- Machines and properties guards must record formal handing over before clocking in and off when doing shift changes.
- Guards must always be fit for duty and comply with all requirements of PSIRA as well as any amendments that may be published by PSIRA from time to time.
- Security Guards must be rotated on a quarterly basis on sites.
- Guards must be PSIRA Level C grading.
- Service provider must screen (vet) its employees before deploying them to any site for criminal and debt records and provide the results of such screening to SAFCOL upon request.
- No illegal foreigners shall be employed or deployed by the security contractor to provide services to SAFCOL.
- Relievers must be PSIRA registered, trained and utilized as per requirements.
- Compile security risk reports
- Maintain security incident registers

c. Firearms Control

- All fire arms must be licensed for business purposes and all personnel carrying weapons must be trained and licensed and be in possession of the relevant competency certificate. Weapons register must be kept with all licenses and training certificates.
- Safe work procedures for fire arms must be in place and signed where needed.
- Safekeeping, monitoring and control of the issuing and use of firearms.
- Firearms to be secured as per the relevant legislation when on SAFCOL property during use and when not in use.

d. Equipment – Alarms/Radios/Vehicles/Electric Fences etc

- Security staff posted on site, must have: Occurrence book, Pocket Book, Fully Operational two-way radio, Cell phone to make and receive calls, Torch, Guard Monitoring system.
- Equipment must be serviceable at all times and replacements must be done within 24 hours.
- Faulty alarm installations must be attended to by a certified alarm technician.
- Faulty fences must be reported and attended to by a certified PSIRA accredited technician.

- Security installations remain the property of SAFCOL.
- Response branded vehicles must be provided that is suitable for terrain and sufficient for the scope of work.
- In line with SAFCOL standards, no person are to be transported on the back of a bakkie
- Vehicles must have vehicle satellite tracking.
- Other working equipment/tools/PPE for Guards: Pocket Book, ID card (PSIRA Card), Pen, Timepiece, Full Uniform with company insignia, Baton, Belt, Cap/Beret, Handcuffs and key, Jacket, Jersey, Trousers (Combat type) Shirt, Boots, Socks, Whistle, Lanyard, Rain suite, torches must be provided.

e. Control Rooms/Communication

- Control room must be manned with skilled and competent operators.
- Control room must be functional for 24 hours, seven days a week and 365 days a year for the duration of the agreement.
- Control room must report all activated alarms immediately and dispatch response unit.
- Control room to maintain form of communication with deployed guards/ response unit (radios/cell-phones/panic buttons etc.)
- Guards to be handed a panic button as a means to report life-threatening situations.
- Guards and control room staff must be trained and proficient in the use of all communication devices.
- A valid ICASA licenses must be in place.
- Control room must be located such that it is in range of clear transmission and reception of radio's, telephones and alarm monitoring devices.

f. Reporting of Incidents

- Report all suspicious activity to Supervisor and Business Unit Management, follow-up and investigate such activities.
- Security incidents must be reported to the supervisor and who in turn will report to Business Unit Management.
- Security breach incidents and illegal activities must be reported to SAPS and Operational Management must immediately be informed.
- Work in collaboration with Police Officials and any other Private Security Officials used by the company and/or neighbouring landowners and/or communities to make arrests.
- Meaningful participation in policing forum in the area inclusive of neighbouring landowners, communities, other security companies and SAPS
- An incident investigation report must be compiled with recommendations for implementation and submitted to the Business Unit Manager within 7days.
- A monthly report of all incidents must be produced and submitted to Operational Management within 5 days of the end of the calendar month.

5.1 ROLES AND RESONSIBILITIES

5.2. Security Company

- It is the responsibility of the bidder to provide transportation to required sites and ensure staff are able to adhere to shifts
- It is the responsibility of the company to ensure that all service are available and rendered- 24 hours per day, 365 days a year. This requires a daily 2 shift system running from 06h00-18h00, and 18h00-06h00, respectively.
- The bidder must always ensure that they comply with any legislation which in any manner impacts the upon the employment, permissible or overtime, working hours, conditions for the security officers.

5.3. The Security Manager

- Manage the Security contract and operations
- Interact with the Security Manager, in a formal meeting at least once a month

- Report all incidents to relevant SAFCOL authority
- Ensure that data is correctly captured on the reporting system
- Plan and provide training for personnel
- Monitor and manage handling of incidents
- Arrange Special operations as and when required
- Initiate and manage stakeouts and special operations with formal feedback
- Gathering of intelligence and provide feedback to the Business Unit Manager
- Meaningful participation in community policing forums
- Communicate with the general public with respect and dignity.
- Ensure that personnel equipment is always available and in working condition
- Conduct site inspections in Business Units at least once a month and provide feedback

5.4. Supervisor

- Ensure continuous interaction with Business Unit Manager and the Contract Manager
- Have the ability to draft complete and accurate statements needed for the opening of cases that will facilitate successful prosecution of perpetrators .
- Ensure communication via radios is always maintained.
- Ensure that incidents are correctly reported daily.
- Report all criminals incident involving the wildlife (including Rare Threatened and Endangered (RTE) species.
- Removal of snares on visible hunting trails, around residential areas and at infield operations.
- Initiate arrest for all criminal incidents.
- Report timber theft immediately to Business Unit Manager.
- Open criminal cases immediately at the nearest Police stations.
- Report closed roads.
- Report problems in conservation areas.
- Report all near misses.
- Daily report fire, smoke, or fire hazards to Business Unit Manager.
- Stopping unknown vehicles/roadblocks.
- Weekly reports on alarms to Business Unit Manager.
- Monitoring of electric fences and ensure it is working correctly.
- Monitor and report baboon damage in compartments.
- Attend the scheduled monthly safety meetings.
- Ensure that persons on plantation adhere to the general rules of the plantation.
- Removal of dead trees and rocks from roads.
- Record and report livestock.
- Arrest illegal fishing and report suspects.
- Interact with the Police and Community.
- Conduct regular village patrols to monitor illegal activities.
- Assist in fighting of fires when required.
- Assist and investigate all fires if required.
- Maintain general appearance, reflection of company image.
- Check and ensure that Security personnel are neat, sober and report for duty on time.
- Inspect daily equipment and report faulty equipment.
- Regular site visits (At least twice a shift and record such visits in OB).
- Check and peruse all registers.
- Conduct regular and effective inspections and checks.
- Conduct regular tests with guards to test the knowledge of their job functions.
- Assist the guards where needed to ensure that the guards are able to carry out duties.

- All instructions must be recorded in writing in the observation book.
- Always be available on the cell phone and/or on the radio.
- Conduct random patrols to monitor sleeping on duty during night shift and apply disciplinary action accordingly.

5.5. Forest Patrol Guards

- Always report on duty on time
- Always be in full uniform, neat and presentable
- Always follow and carry out supervisor instructions
- Assist the supervisor with investigations
- Ensure continuous interaction with Supervisor and report all incidents to Supervisor or Operations Manager
- Ensure communication via radios is always maintained
- Ensure familiarity with code of conduct, policies and procedures
- Inspect daily operating equipment and report faulty equipment to Supervisor
- Assist other colleagues where needed
- Always be available on your cell phone and/or on radio
- Report and investigate all incidents
- Patrol and report on:
 - Wildlife sightings
 - Snares
 - Criminal incidents
 - timber theft
 - closed roads
 - conservation problems
 - Near misses
 - fire, smoke, or fire hazards
 - unknown vehicles that could be poaching, illegal mining, etc.
 - faulty electric fences
 - baboon damage in compartments
 - livestock
 - illegal fishing.
 - Damaged / missing signage

5.6. Static Guards

- Always report on duty on time
- Always be in full uniform, neat, and presentable
- Always follow and carry out supervisor instructions
- Adhere supervisor instruction
- Report all incidents to Supervisor
- Report suspicious people/vehicles
- Inspect all buildings/gates
- Ensure that the alarm is activated and in working condition
- Ensure electric fence is in working condition
- Ensure that cameras are in working condition
- Report any damage to fences/windows
- Assist supervisor with investigations and your service point if an incident has occurred
- Ensure communication via radios is always maintained
- Report hourly to your base/company
- Maintain a completed and updated observation book.

- On the Ecotourism sites, the guards must report any fault on site with regards to ablution facilities or water problems at all sites.

5.7. Control Room Operators

- Always report on duty on time
- Always be in full uniform, neat and presentable
- Do not sleep on duty
- All control room equipment must be maintained in working conditions.
- All active alarms, dispatch, any occurrences must be recorded with the date, time and place of incident, who reported it, nature of incident and which managers were informed
- Guards at the offsite detection sites will be monitored through the surveillance cameras at each site.
- Hourly radio calls will be done to all sites during night shift and on weekends.
- Failure to get hold of a site will be regarded as an emergency and the Supervisor must be dispatched immediately to investigate.
- The Supervisor/Contract Manager to give feedback to control room and to the relevant Business unit manager
- All control operators to take note that violations are to be dealt with immediately and be captured on MIS.
- Make sure all the site surveillance cameras are always operational and on original position.
- Controller must monitor all CCTV and detect security breaches.
- All suspicious vehicles/persons must be reported to the Supervisor on site

5.8. REGULATORY REQUIREMENTS

Bidders are to provide physical security services in line with the following legislations:

- The Criminal Procedure Act, No.51 of 1977.
- Section 13 of the Constitution.
- The Firearms Control Act 60 of 2000, section 10, 34, 90 and 106.
- Private Security Industry Regulation Act 56 of 2001.
- Protection of Information Act 84 of 1982.
- Mineral and Petroleum Resources Development Act, No 28 of 2002.
- Occupational Health and Safety Act 85 of 1993.
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, No19 of 1998.
- Extension of Security of Tenure Act, No 62 of 1997.
- Veld and Forest Fire Act, No 101 of 1998.
- National Forest Act, No 84 of 1998.
- National Forests Amendment Act ,No. 1 of 2022
- National Environmental Management Act, Act 107 of 1998
- The Minimum Wage Act No 9 of 2018 (the Act).

6. LABOUR STATUTORY REQUIREMENTS

- Employment conditions must be based on the PSIRA Act and Regulations;
- Basic Condition of Employment Act; and
- Bargaining Council Resolution

7. SPECIAL CONDITIONS OF THE BID

Service providers **must** agree to all of the following special conditions. Failure to agree to all special conditions will lead to disqualification from further participation in the bid process. The following should be in place for the duration of the period for which the services are delivered to SAFCOL:

#	Special Conditions of Bid	Agree	Don't Agree
1	Enter into a contract/service level agreement (SLA) with SAFCOL that does not deviate from the deliverables envisioned in these terms of reference. Non-compliance with the SLA and/or negligence by the service provider and/or its employees, may be deemed grounds for immediate termination of the SLA.		
2	Allocate resources (e.g. people, vehicles, equipment) fully as per the SLA and as per each site's needs. Payment will only be processed for a particular period after full services were confirmed as rendered as per the SLA.		
3	Reimburse SAFCOL for any losses suffered as a result of non-compliance with the SLA and/or due to negligence of the service provider's employees.		
4	Accept liability for any harm or damage that the service provider's equipment or personnel may cause to SAFCOL's own and neighbouring property and assets (especially biological assets in plantations), including adequate insurance cover at its own cost.		
5	Screen (vet) all employees before deploying them to any site for criminal and debt records and provide the results of such screening to SAFCOL upon request. All employees must South African citizens.		
6	Perform polygraph, voice stress and/or poly stress tests on service provider's employees if they are suspected of any criminal involvement, and/or when requested to do so by SAFCOL and provide the results of such tests to SAFCOL upon request.		
7	Perform breathalyzer alcohol test for both guards and SAFCOL employees before deploying them to any sites or use of equipment.		
8	Comply with all legislation and regulations relevant to the service, whether included in these terms of reference or not. Non-compliance with such legislation and regulations may be grounds for immediate termination of the SLA.		
9	SAFCOL also reserves the right to cancel the tender when deemed necessary.		
10	In terms of SAFCOL SCM Policy, SAFCOL has an obligation to advance designated groups which include people with disabilities, black youth-owned, black women-owned, contractors based within a certain radius of the project, and contractors who are legitimate representatives of successful land claimants for certain bids where feasible to subcontract. Transformation business unit within SAFCOL shall support and facilitate participation of the identified businesses through its strategies and programmes. Note: The subcontracting as well as the exact percentage of subcontracting will be agreed upon by the parties during the contracting stage.		

8. EVALUATION CRITERIA

The evaluation criteria for the assessment of the Bids will be based on qualitative aspects of the Bid. Bidders will be evaluated on mandatory and functionality criteria. The functionality criteria includes a physical verification of the security services. Bidders will be required to present the logistical and technical aspects of the project, that they indicated to be available for the proposed security services panel they are bidding for.

The Bid documents will be evaluated individually on a score sheet by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference. All bidders who score less than 80 out of 100 points for either Phase 2a on functionality and Phase 2b on Site Inspection will not be evaluated further on specific goals. Evaluation will be conducted in accordance with SAFCOL Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2022.

This bid will be evaluated on 90/10 preference point system.

In accordance with the SAFCOL Supply Chain Management Policy, the bid evaluation process shall be carried out in two (2) phases namely:

Phase 1a : Administrative Requirements

Phase 1b : Mandatory requirements

Phase 2a : Functionality Evaluation

Phase 2b : Site Inspection

Phase 3: Pricing and specific goals

Phase 1 (a) Administrative Compliance

Description	Comply	Not Comply
Completion in full the Request for Bid document		
Completion of all SBD Forms (Declaration Forms)		
Proof that tax matters with SARS are in order (SARS Pin Number/ Tax Clearance Certificate)		
Copy of proof of company registration documents (e.g., Pty; Trust; CC etc.)		
Original or certified copy of B-BBEE Level of contribution Certificate or sworn Affidavit (Failure to attach certificate will lead to non-allocation of points)		
Registration with Central Supplier Database (CSD)		
Joint Venture Agreement (If Applicable)		

Phase 1 (b) Mandatory requirements

N.B: Bidders who fail to meet all mandatory requirements will not be considered for further evaluation

No.	Description:	Comply	Do not comply
1	Valid Proof of registration with the Compensation Commissioner, Department of Labour or approved equivalent in terms of the COID Act. (Limited to Security Services) • Attach a valid Letter of Good Standing		
2	Attach certified copy(ies) of a minimum PSIRA Grade B Registration Certificate of the director (s) / owner (s) /		
3	Attach certified copy of PSIRA Registration Certificate of the company		
4	Attach a valid certified copy of a Letter of Good Standing from PSIRA		

No.	Description:	Comply	Do not comply
5	Attach a valid certified copy of Compliance Certificate with Provident Fund		
6	Attach certified copies of all the Director(s) of the company police clearance certificates.		
7	Attach a certified copy of a letter confirming company's access to ICASA Radio Communication Licenses		
8	Attach confirmation of registration from National Bargaining Council for the Private Security Sector		
9	Attach Public Liability Insurance policy of R10 000 000 or more (policy must be in the name of the company or directors, and must indicate the policy number for verification purposes)		
11	Attach the latest inspection report of the control room from PSIRA.		

Phase 2: Functional Evaluation

Please indicate region of interest in Table below. The Evaluation Criteria presented in the Technical Evaluation express requirements for one region only. It should be noted that SAFCOL will only appoint one service provider per region – no service provider will be awarded more than one region.

Region of Interest	X
Northern Region	
Southern Region	

TECHNICAL EVALUATION CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
Company Experience (a + b = 20)		
a) Reference letters (10)		
Bidders must show past experience in conducting security service in Forestry, Agriculture, nature conservation and mining by providing reference letters. References letters from clients not older than 12 months (as dated) for ease of verification on a client's business letterhead and signed, as proof of validating the experience of the company in providing the required security service. Reference letters must indicate the following: contract start date and end date, (The reference letter to have start to end date with a standard format (DD/MM/YYYY)) contract activities, contact name, number and quality of the services rendered. N.B. the reference letters that do not conform to the above-outlined aspects will not be considered.	No letter	0
	1-2 Letters	2
	3-4 Letters	5
	5-6 Letters	7
	7 and more Letters	10

TECHNICAL EVALUATION CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
NB: SAFCOL reserves the right to conduct verification of the signed referral letters with the clients during the Bid Evaluation Process. Reference letters will be verified with the referee (clients of bidder), reference letters submitted which fails verification will not be considered. (This will be applicable to bidders that have reached the final phase of evaluation) NB: Appointment letters and Purchase Orders will not be deemed as reference letters and will not be accepted.		
Company Experience b)Experience (10)		
Only valid reference letters used in (a) will be considered collectively to determine the number of years of experience. Reference letters that cannot be verified by the referee will result in no points allocation. SAFCOL Supply Chain Management Unit reserves the right to conduct verification of the signed referral letters with the clients during the Bid Evaluation process	Less than 3 Years experience	0
	Reference letter (s) with 3 Years - 4 Years	2
	Reference letter (s) with 5 Years - 6 Years	5
	Reference letter (s) with 7 years and more years	10
Experience of Security Managers (20) Service Providers must demonstrate that their Security Manager (s) possess years of experience in managing security service personnel in the following industries: forestry, nature conservation mining and Agriculture. Bidders must provide three (3) or more CVs for proposed Security Managers. Attach concise CVs with contactable reference/s that indicates the years of experience in security services and firearm competency, and a firearm competency certificate.		
	Less than 5 Years experience per individual Security manager. <u>Must</u> attach firearm competency certificates and CV	0
	5 Years and More Years experience per individual Security manager. <u>Must</u> attach firearm competency certificates and CV	20
Security Communication System (10) Bidder must demonstrate that they have a security patrol and communication system.		
Provide proof in a form a confirmation letter of existence of an electronic patrol tracking system for security guards and communication radios. List the communication radio stations as well as their serial numbers. Letter must be in the company letterhead.	Radio Communication 5 – 10 radios	5
	Radio Communication 11 radios and more	10

TECHNICAL EVALUATION CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
Security Guard Management and reporting system (10) Provide proof in a form a confirmation letter of any existing security guard management and reporting system (manual or electronic). Letter must indicate the name of the system. Letter must be in the company letterhead.	No attached confirmation letter.	0
	Attach confirmation letter indicating the name of the system.	10
Vehicle Tracking System (10) Security Patrol vehicle tracking device(s). Provide proof in a form a confirmation letter of an existing security patrol vehicle tracking device(s) for the minimum amount of six (6) response vehicles required. Letter must on a OEM service provider company letterhead and indicate the name of the system, quantity of vehicles being monitored and how the system operates in terms of tracking the vehicles movement and communication to the control room. Also provide proof of tracking movement.	No attached confirmation letter	0
	Attach confirmation letter indicating the name of the system. Letter must indicate the name of the system and how the system operate in terms of tracking the vehicles movement and communication to the control room. Also Provide proof of tracking movement.	10
Response Vehicles (20) Service providers must demonstrate that they have appropriate 4X4 branded vehicle, adequate and reliable to execute the service. Proof in form of vehicle registration certificate – eNatis documents in the name of the director of the company or in the company's name, valid lease/rental agreements together with the eNatis documents must be submitted in a case where the vehicles belong to a third-party (leased).	Less than 6 vehicles, attach vehicle registration certificates	0
	6-12 vehicles, attach vehicle registration certificates	6
	13-18 vehicles, attach vehicle registration certificates	10
	19 or more vehicles, attach vehicle registration certificates	20
Registered Office (10) Service Providers to provide proof of the existence of bidder's operating offices in a form of a signed lease agreement or proof of ownership of premises	No signed lease agreement or proof of ownership attached	0
	Attached signed lease agreement or proof of ownership.	10
TOTAL SCORE FOR 2a (FUNCTIONALITY)		100
MINIMUM POINTS FOR TECHNICAL FUNCTIONALITY		80

N.B: Only Bidders who score 80 points or more for Functionality will be considered for further evaluation on Site Inspection Requirements. Bidders must note that all the requirements on the technical functionality will be verified and tested during the site inspection, for bidders who will score 80 points and more.

Phase 2b. Technical Due Diligence/Site Inspection (office or operational)

The **phase 2b** of evaluation is based on site inspection for the bidders who obtained 80 points and above. The site visits give SAFCOL a chance to visit potential bidders' physical locations to conduct inspections, assess the environment, and evaluate the logistical and technical aspects of the project, which will be evaluated as follows:

Bidders may elect to do the demonstrated (i) at their own premises, (ii) at an existing client's premises.

DESCRIPTION	Method of Evaluation	SCORE
Management Plan (10) Detailed management plan, this includes proof of documentation on how sites would be managed and controlled during rendering of security services.	No evidence or documentation provided (0)	0
	The following evidence or documentation is provided: - Clearly identifiable personnel protective clothing including identification cards (combat / corporate) (1) - Posting systems and contingency in case of absenteeism or strike (1) - Working procedure guidelines for guard functions (1) - Risk assessment plan and reporting (2) - Organizational code of conduct (1) - Valid employee PSIRA certificate and ID copies (2) - Security clearance / criminal record screening (2)	10
Electronic patrol tracking and verification system for security guards(20). Electronic patrol tracking and verification system for security guards successfully demonstrated. This must be in line with information provided in the technical evaluation criteria above.	a) No proof of patrol tracking and verification system provided	0
	b) Radio Communications Provide proof of radio communication devices and serial numbers.	10
	c) Provide proof of vehicle tracking movements.	10
Vehicle verification (20) Service providers must demonstrate that they have resources to execute this project. Branded Vehicles (4x4) vehicles must be available on site for inspection, as provided in the technical evaluation criteria above. Conduct walks around to visually assess condition of vehicles.	The existing appropriate 4X4 branded vehicles. Proof in form of vehicle registration certificate – eNatis documents in the name of the director of the company or in the company's name, valid lease/rental agreements together with the eNatis documents must be submitted in a case where the vehicles belong to a third-party (leased).	20

DESCRIPTION	Method of Evaluation	SCORE
This must be in line with information provided in the technical evaluation criteria above.		
Fire Arms (30) Bidders must have firearm licenses registered in the name of the company. Only firearms registered in the name of the company shall be permitted on the Employer's sites. Minimum of 16 firearms in any quantities or ratios (9mm pistols, Rifles and Shot gun) to be verified.	Documented proof of ownership of firearms No evidence or documentation provided (0)	0
	Provide documented proof of the following: - Provide valid and certified proof of firearm licenses for minimum of 16 firearms aligned with preferred firearm types (9mm pistols, Rifles and Shotgun) (10) - All firearms shall be accompanied by a certificate of serviceability which was renewed at least in the last twelve (12) months and was issued by a qualified gunsmith (10). - Firearms should be stored in a secure walk in gun safe, away from unauthorised users. (10)	30
Control room (20) 1.Operational communication tools and 24-hour manned control room (10)	- Workable telephone via landline and Cell phone communication that is workable and e-mail facilities and Emergency contact numbers (2) - Uninterrupted power supply – proof of back-up for the entire control room and all equipment and communication lines (2) - Emergency lighting and Torches (Fully functional) (2) - Serviceable fire extinguishers (2) - Two way radio base station (2)	10
2.Bidders must <u>practically demonstrate</u> the following for <u>physical observation</u> : (10)	Practical demonstration not done	0
	1.All technology (as a minimum panic buttons, alarms, electric fences, CCTV cameras), guards and armed response units, observable/monitored in control room/s. 2.Live tracking of vehicles and personnel movements (including guards).	10
Phase 2b Site Inspection total score		100
MINIMUM POINTS FOR SITE INSPECTION		80

N.B: Only Bidders who score the minimum of 80 points and more for Site Inspection will be evaluated further on Specific Goals

1. PRICING SCHEDULE

PRICING SCHEDULE: SOUTHERN REGION

Site	Description	Grade	Qty	Unit Price Monthly	Total Monthly costs	Total Annual Costs
30 sites	Total Personnel required					
	Supervisor	B				
	Unarmed guards	C				
	Armed guards	C				
	Patrol guards	C				
	Two-way Radios	N/A				
	Vehicle Patrol Fleet	N/A				
	Electronic Monitoring System	N/A				
	Control Room	N/A				
	Other					
		Total excluding VAT				
		VAT				
		Total (Incl.) (Year 01)				

2026/2027 Annual price (Year 01)	Escalation 0%	R
2027/2028 Annual price escalation (Year 02)	Percentage Added: _____%	R
2028/2029 Annual price escalation (Year 03)	Percentage Added: _____%	R
Grand Total for the contract period (3 Years)		R

PRICING SCHEDULE PER NORTHERN REGION

Site	Description	Grade	Qty	Unit Price	Monthly	Total Monthly costs	Total Annual Costs
30 sites	Total Personnel required						
	Supervisor	B					
	Unarmed guards	C					
	Armed guards	C					
	Patrol guards	C					
	Two-way Radios	N/A					
	Vehicle Patrol Fleet	N/A					
	Electronic Monitoring System	N/A					
	Control Room	N/A					
	Other						
		Total excluding VAT					
		VAT					
		Total (Incl.) (Year 01)					

2026/2027 Annual price (Year 01)	Escalation 0%	R
2027/2028 Annual price escalation (Year 02)	Percentage Added: _____%	R
2028/2029 Annual price escalation (Year 03)	Percentage Added: _____%	R
Grand Total for the contract period (3 Years)		R

CONTRACT DESCRIPTION	PRICES INCLUDING VAT
TOTAL FOR CONTRACT S. REGION	R
TOTAL FOR CONTRACT. N. REGION	R

NB: Service providers that scores the highest points on price and specific goals per region will be appointed. Only one service provider will be appointed per region. No service provider will be appointed to more than one region.

Category of specific goals

Evaluation Criteria		Points
1.	Price	90
2.	Specific goal	10
3.	Total	100

NB: No specific goals points will be allocated to a bidder who fails to submit documents/proof to claim specific goals points as indicated in the above table and SBD 6.1

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Proof/documents to claim points
Procurement from black women owned entities (At least 30% ownership).	4	ID Document, CIPC Documents (company document), BBBEE certificate or sworn Affidavit
Procurement from black owned entities (At least 51% ownership).	2	BBBEE certificate or Sworn Affidavit
Procurement from youth owned entities (At least 51% owned by youth).	2	ID Document, CIPC Documents (Company Document)
Procurement from entities owned by persons with disabilities (At least 51% owned by PWD).	2	Letter from the medical doctor confirming disability.

9. CONTRACTING STRATEGY

The applicable contract term to be adopted with the successful bidders will be NEC4 Term Service Contract.

10. DUE DILIGENCE

SAFCOL reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

Notes:

Minimum requirements for costing- exclude the 40%

