



**INDEPENDENT DEVELOPMENT TRUST**

**REQUEST FOR PROPOSAL**

**REQUEST FOR PROPOSAL (RFP) FOR THE SECURITY GUARDING SERVICES FOR A PERIOD OF 24 MONTHS.**

**RFP NO: IDT/HO-ALLSITES/SECURITYUNIT/2025**

**BIDDERS INFORMATION**

<b>Company Name</b>	
<b>Contact Person</b>	
<b>Cell / Tel Number</b>	
<b>Email Address</b>	
<b>CSD Number</b>	<b>MAAA</b>

**PREPARED FOR:**

**INDEPENDENT DEVELOPMENT TRUST**

Glenwood Office Park

Cnr Oberon & Sprite Streets

Faerie Glen

0043

**CLOSING DATE AND TIME:** 20 August 2025 @ 12:00 PM

Queries Email Address: [SecurityServices@idt.org.za](mailto:SecurityServices@idt.org.za)

Tender document to procure Professional Services. This documents contains the Terms of Reference, the Bid Data, Returnable Documents and IDT's Special Conditions.

**IDT/HO-ALLSITES/SECURITYUNIT/2025**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (INDEPENDENT DEVELOPMENT TRUST)</b>					
BID NUMBER:	IDT/HO-ALLSITES/SECURITYUNIT/2025	CLOSING DATE	20 AUGUST 2025	CLOSING TIME:	12:00 PM
DESCRIPTION	REQUEST FOR PROPOSAL (RFP) FOR THE SECURITY GUARDING SERVICES FOR A PERIOD OF 24 MONTHS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
GLENWOOD OFFICE PARK					
CNR OBERON & SPRITE STREETS					
FAERIE GLEN					
0043					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MR. LETLHOGONOLO KUTU		CONTACT PERSON	MR. VUSI MDLULI	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:SecurityServices@idt.org.za">SecurityServices@idt.org.za</a>		E-MAIL ADDRESS	<a href="mailto:SecurityServices@idt.org.za">SecurityServices@idt.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					

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IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

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

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN 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."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## 1. TERMS OF REFERENCE

ITEM	DESCRIPTION
1.1 Tender Issue Date	29 July 2025
1.2 Compulsory Briefing	06 August 2025
1.3 RFP Number	IDT/HO-ALLSITES/SECURITYUNIT/2025
1.4 Enquiries	Any queries shall be directed in writing to the IDT through the email. Email: <a href="mailto:SecurityServices@idt.org.za">SecurityServices@idt.org.za</a>
1.5. Mandatory Requirements	<p>1.5.1. Authority to Sign the Bid Document (If more than one Director).</p> <p>1.5.2. Proof of Company Registration (CIPC) or affidavit and trade name if a Sole Proprietor.</p> <p>1.5.3. Proof of Registration for Central Supplier Database system (Bidders must be registered before the Closing date of the RFP).</p> <p>1.5.4. Valid COIDA Certificate from department of Labour. FEM and RMA will not be accepted for this RFP (COIDA certificate must be valid for the whole financial year, not valid on a month to month basis).</p> <p>1.5.5. Certified copy of Certificate of Compliance with Labour (Unemployment Insurance Fund) or Letter of Good standing with Labour.</p> <p>1.5.6. Certified copy of Company Registration Certificate with PSIRA</p> <p>1.5.7. Certified copy of PSIRA Registration certificates of Individual Directors of the company.</p> <p>1.5.8. Valid Letter of Good Standing with PSIRA.</p> <p>1.5.9. Letter of intent of Public Liability Insurance to the minimum value of 5 million rand.</p> <p>1.5.10. Company Profile.</p> <p>1.5.11. Proof of Business Address not older than three (3) months (for Compulsory Site Inspection Purposes). Must be Lease Agreement, Utility Bill/Municipality Bill or Letter from a Councillor.</p> <p>1.5.12. Price Schedule must be fully completed and signed (it must include all relevant taxes, PSIRA annual escalation and costs as specified in the bid).</p> <p>1.5.13. Form of Offer must be fully completed, signed and witnessed</p> <p>1.4.14. Confirmation of Receipt of Addenda to Bid Documents (If Applicable)</p> <p>1.4.15. Attendance to the compulsory briefing meeting by the company's representative (s)</p> <p style="text-align: center;"><b>IN ADDITION TO THE ABOVE MANDATORY REQUIREMENTS, THE BELOW ARE APPLICABLE TO JOINT VENTURES AND CONSORTIUMS:</b></p> <ol style="list-style-type: none"> <li>1 CIPC must be submitted for all companies forming JV or Consortium</li> <li>2 Proof of Registration on CSD system must be provided for all companies forming JV or Consortium</li> <li>3 Joint Venture or Consortium Agreement certified by the Commissioner of Oath must be submitted and signed by all parties involved in the JV or Consortium.</li> </ol> <p><b>FAILURE TO COMPLY WITH ANY OF THE ABOVE MANDATORY REQUIREMENTS WILL LEAD TO DISQUALIFICATION</b></p>
1.6 Mandatory Administrative Requirement	<p>1.6.1 Submission of fully completed and signed Invitation to Bid (SBD 1)</p> <p>1.6.2 Submission of fully completed and signed Bidder's Disclosure (SBD 4)</p> <p>1.6.3 Submission of fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1).</p>
1.7. Returnable documents	<p>The following returnable documents shall be submitted together with the RFP. The validity of this documentation will be verified at the time of award.</p> <p>1.7.1 Proof of registration / Full Report of Central Supplier Database</p>

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	1.7.2 Valid Tax Compliance Letter with a unique pin
<b>1.8. Evaluation Criteria</b>	<b>This bid will be evaluated in three stages</b>
	1.8.1 Mandatory Requirements
	1.8.2 Functionality Criteria / Technical Evaluation
	1.8.3 80/20 Preferential Point System (Price and Specific Goals)
	<b>Only Bidders who have passed functionality will be evaluated further. A minimum threshold for functionality is 80 Points.</b>
<b>1.9. Submission of Bid documents</b>	1.9.1. Bids must be delivered on or before the closing date and time as per the advert.
	1.9.2. Bidders must sign the bid Submission Register upon delivery of the bid at the Head Office. This applies to bids, which are submitted through Courier companies. Bidders MUST inform their Courier Companies to sign the Bid Submission Register in the name of the bidder.
	1.9.3. Bids submitted after the closing date and time will not be considered.
	1.9.4. Bid documents shall be hand-delivered in 1 compiled pack (i.e. Bid document and its accompanying Annexures) to the Implementing Agent (IDT), and shall be marked as follows:  Marked confidential Bid and Indicate the following: <ul style="list-style-type: none"> <li>• <b>RFP NO:</b> IDT/HO-ALLSITES/SECURITYUNIT/2025</li> <li>• <b>DESCRIPTION:</b> REQUEST FOR PROPOSAL (RFP) FOR THE SECURITY GUARDING SERVICES FOR A PERIOD OF 24 MONTHS.</li> <li>• <b>NAME OF THE COMPANY</b></li> </ul>
	<b>THE BID BOX WILL BE LOCATED AT THE IDT HEAD OFFICE MAIN RECEPTION AREA AS PER THE ADDRESS INDICATED ON THE RFP DOCUMENT.</b>
	<b>NB:</b> Emailed or Faxed RFP documents will be disqualified.
<b>1.10. Notes to bidders</b>	1.10.1. The bid shall be valid for 90 calendar days.
	1.10.2. Bidders' queries will be attended to only up to 5 calendar days before the closing date.
	1.10.3. Should bidders not receive any correspondence after 90 days of tender validity period then bidders should consider their application unsuccessful.
	1.10.4. Bids must be submitted on the official forms, which are provided as part of the bid document.
	1.10.5. All Bids submitted to the IDT will become the property of the IDT and will as such not be returned to the Bidder unless if received after the closing date and time. The IDT will make all reasonable efforts to maintain bids in confidence. Proprietary information should be identified as such in each bid.
	1.10.6. This document is released for the sole purpose of responding to this ToR and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.

1.10.7.	The number of guards required in this Bid document may vary from time to time. The successful bidder will be notified in writing of the number of guards to be added or removed to and from the site.
1.10.8.	It is a requirement of this tender that the bidder have a command post / site office, failure to comply with this requirement will lead to disqualification.
1.10.9.	It is a requirement of this tender that the bidder have all security equipment as per the PSIRA requirements, failure to comply with this requirement will lead to disqualification.
1.10.10.	It is a requirement that your company must be registered in the online Central Supplier Database (CSD) managed by National Treasury: <a href="http://www.csd.gov.za">www.csd.gov.za</a> . This is to ensure that your company credentials can be verified online by government departments intending to do business with you.
1.10.11.	The Independent Development Trust (IDT) will not be liable to any damage caused by the Service Provider, whatsoever.
1.10.12.	The Independent Development Trust (IDT) will not be held liable of injury of the Service Provider's employees.
1.10.13.	Bidders are requested to provide a clear agreement regarding joint ventures/consortia. The percentage involvement of each company in the joint venture agreement should be indicated on the agreement.
1.10.14.	In the event of a Joint Venture being formed, note that all members of the joint venture should sign the contract / agreement and are jointly or severally liable for the entire assignment.
1.10.15.	The Bidders must complete all the necessary information required in the bidding document.
1.10.16.	The recommended Bidders will be subjected to Company screening conducted by the State Security Agency (SSA).
1.10.17.	Bidders must satisfy themselves that the document is complete and conform to the index of this document. Should any figures or writing be indistinct or should any pages be missing from this document or should this document or the drawing(s) contain any obvious errors, the Bidders must immediately notify the IDT in order to have any discrepancy rectified or clarified before submitting their bid. Such clarification will be valid only if made by the IDT by means of formal amendment as described hereunder prior to the date of submission of bids. The IDT may issue amendments to clarify or modify the Bid Documents. A copy of each amendment will be issued on National Treasury's e-tender portal and IDT website and shall be acknowledged on the form issued with the amendments. No claim whatsoever will be entertained for faults in the bid price resulting from the above-mentioned discrepancies.
1.10.18.	No alterations, omissions or additions shall be made to this document.
1.10.19.	All bids must be formulated and submitted in accordance with the requirements of this ToR.
1.10.20.	Please note that the Bid Offer is synonymous to Request for Proposal in this document.
1.10.21.	IDT will not make upfront payments
<b>1.11. Completion of Bids</b>	1.11.1. All spaces in the bid forms and other annexure(s) shall be completed in full.

	<p>1.11.2. The Special Conditions of Contract contained in the bid document and the Pricing Schedule must be fully completed and priced out by the bidder. Failure to do so will deem your bid invalid.</p> <p>1.11.3. The bid documents shall not be separated in any way nor must any pages be detached from the original documents</p>
<b>1.12. Acceptance of Bid Offer</b>	<p>1.12.1. The bid offer will only be acceptable if the bidder complies with all the requirements as stated in the bid document. No official order will be issued before the signing of the Service Level Agreement (SLA).</p>
<b>1.13. Cancellation Costs</b>	<p>1.13.1. Should the Project be cancelled by the IDT, due to financial constraints and/or other reasons, the IDT shall not be liable to remunerate the service provider for any potential loss of business and/or profit.</p>
<b>1.14. IDT's Reservation of Rights and Special Conditions</b>	<p>1.14.1. IDT reserves the right to negotiate with the bidder for the price.</p> <p>1.14.2. IDT reserves the right to cancel or withdraw this request for bid without prior notice and without furnishing any reasons whatsoever.</p> <p>1.14.3. IDT reserves the right to subject Bidders and their facilities to assessment as part of the evaluation process or as a condition to be appointed.</p> <p>1.14.4. The IDT reserves the right to amend, modify, withdraw this Bid, or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.</p> <p>1.14.5. The IDT reserves the right to further confirm reference letters or similar projects experience of the preferred bidder to be appointed.</p> <p>1.14.6. In terms where the preferred bidder tax matters are not in order 7 (seven) days will be given to the bidder to rectify their tax matters. Failure to do so will lead to disqualification of the bidder from the bid process as indicated in the National Treasury Prescript No 9 of 2017/2018.</p> <p>1.14.7. The IDT reserves the right to impose penalties in cases where the service provider fails to perform the services in line with the specifications</p> <p>1.14.8. A schedule of all related parties must be disclosed in the bid document if any.</p> <p>1.14.9. The IDT may disqualify a Bidder whose proposal contains a misrepresentation which is materially incorrect or misrepresented.</p> <p>1.14.10. The Tender will be awarded in line with National Treasury Prescripts and all applicable Legislation.</p>
<b>1.15. Bid Document and Contract</b>	<p>1.15.1. Bidders are advised to ensure that they familiarize themselves with all the contents of the Bid documents, as those will form the basis of the contract to be entered into. Any contents of this document that the bidder requires clarity on shall be brought forward before the Bid submission date stipulated in this Bid document.</p> <p>1.15.2. The Bid Document must be completed using permanent black ink.</p> <p>1.15.3. The Bid document must be bound and be in a sealed envelope.</p> <p>1.15.4. If the IDT amends this bid document, the IDT will issue an erratum.</p> <p>1.15.5. This document must be used solely for the purpose it is intended to achieve.</p>



	1.15.6. Bidders who are blacklisted with the National Treasury will be eliminated, therefore, not considered any further for evaluation.
	1.15.7. A contract will only be deemed to be concluded when reduced to writing and signed by the designated responsible person of both parties (duly authorised).

## **BACKGROUND**

The IDT is a Schedule 2 state-owned entity which operates in nine provinces with the head office located at Faerie Glen, Pretoria in the Gauteng province. It manages the implementation and delivery of critically needed social infrastructure programmes on behalf of the government. The organisation reports to the Minister of Public Works and Infrastructure who is the Shareholder representative.

The Independent Development Trust (IDT) invites competent, experienced, PSIRA registered companies to bid for Security guarding services nationally.

## **PURPOSE OF THE TERMS OF REFERENCE**

The purpose of the terms of reference (ToR) is to appoint a qualified and experienced service provider to provide security guarding services to eight (8) provinces where IDT operates

## **OBJECTIVES**

Provide security guarding services at eight (8) provincial offices.

## **Service Required**

The IDT requires a service provider to provide security guarding services, this would also require that the successful Bidder enter into mutual agreement with IDT for the period of 24 months.

It is expected from service providers to familiarize themselves with the scope of work as the guide, for any additional work that will be executed outside the scope an approval will be sought before commencement with additional work.

## **T.1 EVALUATION CRITERIA**

The RFP will be evaluated on three phases:

- Mandatory Requirements
- Functionality / Technical Evaluation
- Price and Specific Goals

### **T1.1 MANDATORY ADMINISTRATIVE REQUIREMENTS/DOCUMENTATION**

- Submission of fully completed and signed Invitation to Bid (SBD 1)
- Submission of fully completed and signed Bidder's Disclosure (SBD 4)
- Submission of fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1).

### **T1.2 MANDATORY REQUIREMENTS/DOCUMENTATION**

- Authority to Sign the Bid Document (If more than one Director)
- Proof of Company Registration (CIPC) or affidavit and trade name of the Sole Proprietor
- Proof of Registration for Central Supplier Database system (Bidders must be registered before the Closing date of the RFP)
- Valid COIDA Certificate from department of Labour. FEM and RMA will not be accepted for this RFP (COIDA certificate must be valid for the whole financial year, not valid on a month to month basis).
- Certified copy of Certificate of Compliance with Labour (Unemployment Insurance Fund) or Letter of Good standing with Labour.
- Certified copy of Company Registration Certificate with PSIRA
- Certified copy of PSIRA Registration certificates of Individual Directors of the company.
- Valid Letter of Good Standing with PSIRA..
- Letter of intent of Public Liability Insurance to the minimum value of 5 million rand.
- Company Profile.
- Proof of Business Address not older than three (3) months (for Compulsory Site Inspection Purposes). Must be Lease Agreement, Utility Bill/Municipality Bill or Letter from a Councillor.
- Price Schedule must be fully completed and signed (it must include all relevant taxes, PSIRA annual escalation and costs as specified in the bid).
- Form of Offer must be fully completed, signed and witnessed
- Confirmation of Receipt of Addenda to Bid Documents (If Applicable)
- Attendance to the compulsory briefing meeting by the company's representative (s)

### **IN ADDITION TO THE ABOVE MANDATORY REQUIREMENTS, THE BELOW ARE APPLICABLE TO JOINT VENTURES AND CONSORTIUMS:**

- CIPC must be submitted for all companies forming JV or Consortium
- Proof of Registration on CSD system must be provided for all companies forming JV or Consortium
- Joint Venture or Consortium Agreement certified by the Commissioner of Oath must be submitted and signed by all parties involved in the JV or Consortium.

**Note:**

- I. Failure to submit the above-required mandatory documents shall result in disqualification of the bidder.
- II. If any of the Directors are in the Employment of the State this shall result in disqualification of the bidder.
- III. If any of its Directors is listed on the Register of Defaulters, this shall result in disqualification of the bidder.
- IV. In the case of a Bidder, who during the last ten (10) years has been terminated on Previous Contracts with the IDT this shall result in disqualification of the bidder.
- V. If the Company is listed on the National Treasury's Restricted Supplier Database, this shall result in disqualification of the bidder.

The IDT will assess all bids received based on its procurement policy, National Treasury Prescripts and all applicable Legislations.

**Note: Failure to comply with the above requirements will result in disqualification of your bid.**

## T2. FUNCTIONALITY EVALUATION

### T2.1 Functionality Criteria

Only bidders who are competent in the advertised work and who have achieved the minimum functionality threshold will be eligible for stage 3 of evaluation Pricing and Specific Goals

FUNCTIONALITY AREAS	WEIGHT (%)
Experience and Track Record	20
Reference Letters	15
Detailed project management plan	10
Detailed approach and Methodology	10
Site Inspection / due diligence	45

Only bidders who obtain **80 points** or higher on functionality will be eligible to proceed to the next level to be evaluated on stage 3 of evaluation, Pricing and Specific Goals.

### T2.2. Functionality Evaluation Scorecard

The IDT will assess all the submitted RFPs for Security Guarding Services based on its procurement policy, National Treasury prescripts and all relevant legislations.

RFP will be evaluated on the below:

VARIABLES	TOTAL POINTS	CRITERIA	POINTS
<b>FUNCTIONALITY POINTS</b>	<b>100</b>		<b>100</b>
Experience and Track Record		Bidders to provided Verifiable Client Reference Letters of similar projects completed. The Reference Letters must comply with the following: <ul style="list-style-type: none"> <li>Name of the client,</li> <li>Should be in a letterhead from the client,</li> </ul>	20

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		<ul style="list-style-type: none"> <li>• Type of Services Provided,</li> <li>• Duration of Contract,</li> <li>• Client Contact number,</li> <li>• Client Email address,</li> <li>• Client physical address</li> <li>• It must be signed by authorised official.</li> </ul> <p>Failure to adhere to any of the above requirements will lead to <b>0 points</b> allocation</p> <ul style="list-style-type: none"> <li>➤ 7 years and above - <b>20 points</b></li> <li>➤ 4 to 6 years - <b>15 points</b></li> <li>➤ 3 to 5 years - <b>10 points</b></li> <li>➤ 2 to 4 years - <b>5 points</b></li> <li>➤ 0 to 3 years - <b>0 points</b></li> </ul>	
Reference Letters		<p>Bidders to provided Verifiable Reference Letters of similar projects completed from various clients. The Reference Letters must comply with the following:</p> <ul style="list-style-type: none"> <li>• Name of the client,</li> <li>• Should be in a letterhead from the client,</li> <li>• Type of Services Provided,</li> <li>• Duration of Contract,</li> <li>• Client Contact number,</li> <li>• Client Email address,</li> <li>• Client physical address</li> <li>• It must be signed by authorised official.</li> </ul> <p>Failure to adhere to any of the above requirements will lead to <b>0 points</b> allocation</p> <ul style="list-style-type: none"> <li>➤ 5 Reference letters and above - <b>15 points</b></li> <li>➤ 3 to 4 Reference letters - <b>10 points</b></li> <li>➤ 2 to 3 Reference letters - <b>7 points</b></li> <li>➤ 1 to 2 Reference letters - <b>3 points</b></li> <li>➤ 0 to 1 Reference letters - <b>0 points</b></li> </ul>	15
Detailed project management plan		<p>The service provider must provide a presentable proposal on how to carry out the project.</p> <p>The proposal must focus on the following aspects:</p> <ul style="list-style-type: none"> <li>• Operational Plan</li> <li>• Security Plan</li> <li>• Development and Training</li> <li>• Site Specific Security Operational Plan</li> <li>• Company Contingency Plan (Strikes and Labour Action).</li> </ul> <p>Be it that the proposal fails to cover any of the above aspects, will results in <b>0 points</b> allocation.</p> <ul style="list-style-type: none"> <li>➤ Clearly defined project milestones which depicts the actual phases and timelines of the project – <b>10 points</b></li> <li>➤ Minimum and average timelines and milestones – <b>6 points</b></li> <li>➤ Unclear and unrealistic timelines and milestones – <b>0 points</b></li> </ul>	10
Detailed approach and Methodology		<p>General approach, planned methodology and proposed activities towards undertaking the project.</p> <ul style="list-style-type: none"> <li>• Project control plan</li> <li>• Project execution plan</li> <li>• Broad methodologies in line with the task description outlined under project scope/task description</li> <li>• Evaluation and supervision</li> </ul> <p>Detailed project plan on implementation of project on the following;</p>	10

		<ul style="list-style-type: none"> <li>• Detailed management team</li> <li>• Operational manager's activities</li> <li>• Site supervisor's activities</li> </ul> <ul style="list-style-type: none"> <li>➤ Clearly defined project milestones which depicts the actual phases and timelines of the project – <b>10 points</b></li> <li>➤ Minimum and average timelines and milestones – <b>6 points</b></li> <li>➤ Unclear and unrealistic timelines and milestones – <b>0 points</b></li> </ul>	
<p>The Independent Development Trust reserves the right to conduct unannounced/announced compulsory physical site inspections at any time after closing of the bids and during the bid validity period.</p> <p><b>The below criteria will be evaluated on site</b></p>			
Site Inspection / due diligence		<ul style="list-style-type: none"> <li>➤ Business Physical Address (Service Provider's Business Office) – <b>10 points</b></li> <li>➤ No Business Physical Address (Service Provider's Business Office) – <b>0 points</b></li> </ul>	45
		<ul style="list-style-type: none"> <li>➤ The bidder has an Operational Control Room – <b>10 points</b></li> <li>➤ The bidder does not have an Operational Control Room – <b>0 points</b></li> </ul>	
		<ul style="list-style-type: none"> <li>➤ The control room is manned by a competent person – <b>3 points</b></li> <li>➤ The control room is not manned by a competent person – <b>0 points</b></li> </ul>	
		<ul style="list-style-type: none"> <li>➤ The Operational Control Room have a functional base/hand two-way communication radio – <b>3 points</b></li> <li>➤ The Operational Control Room does not have a functional base/hand two-way communication radio – <b>0 points</b></li> </ul>	
		<ul style="list-style-type: none"> <li>➤ The official who is posted to the control room make entries in the Occurrence Book – <b>3 points</b></li> <li>➤ The official who is posted to the control room does not make entries in the Occurrence Book – <b>0 points</b></li> </ul>	
		<ul style="list-style-type: none"> <li>➤ The following equipment available: Safe/walk inn Radio/Push to talk Landline Telephone Other security equipment (Torches, Handcuffs, Batons etc.) as per the PSIRA requirements – <b>5 points</b></li> <li>➤ The following equipment unavailable: Safe/walk inn Radio/Push to talk Landline Telephone Other security equipment (Torches, Handcuffs, Batons etc.) as per the PSIRA requirements – <b>0 points</b></li> </ul>	
		<ul style="list-style-type: none"> <li>➤ The bidder has uniform and it Compliant branded – <b>3 points</b></li> <li>➤ The bidder does not have branded uniform – <b>0 points</b></li> </ul>	

		<ul style="list-style-type: none"> <li>➤ The bidder has vehicles and they are marked / branded – <b>5 points</b></li> <li>➤ The bidder does not have marked / branded vehicles – <b>0 points</b></li> </ul>	
		<ul style="list-style-type: none"> <li>➤ The bidder's vehicles installed with functional radio communication systems – <b>3 points</b></li> <li>➤ The bidder's vehicles are not installed with functional radio communication systems – <b>0 points</b></li> </ul>	

### T3. PREFERENTIAL POINT SYSTEM

Only competent bidders who have score a minimum threshold of **80 points** on functionality will be evaluated on an 80/20 (Price / Specific Goals) points basis in terms of the Preferential Procurement Policy Framework Act of 2000, Preferential Procurement Regulation 2022.

#### 3.1 Specific Goals

In order to claim and be awarded points the following source documents must be submitted with the Bid:

- CIPC Document (Company Registration Document will be required for Verification)
- Woman (Original Certified ID Document)
- Youth (Original Certified ID Document)
- People with Disability (Letter from the Dr. Confirming Disability)
- Black People (Original Certified ID Document)

The point related to the IDT Specific Goals will be allocated proportionally as per table below:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>	<b>100</b>

## **STAGE OF AWARD**

The following returnable document shall be submitted together with the tender documents. Validity of this documentation will be verified at the time of award.

1. Proof of Central Supplier Database registration.
2. Valid Tax Compliance Letter with a unique pin.

## **AVAILABILITY OF DOCUMENTS**

Documents will be available free of charge online from the 29<sup>th</sup> of July 2025 on the following websites:

- e-tender – [www.etenders.gov.za](http://www.etenders.gov.za)
- IDT website - [www.idt.org.za](http://www.idt.org.za)



#### T4. PRICE SCHEDULE AND SCOPE OF WORK

##### CONTENTS

##### 4.1. PRICING INSTRUCTIONS

###### GENERAL

The Pricing Schedule forms part of the Contract Documents and must be read and priced in conjunction with all the other documents which include the Conditions of Contract, Special Conditions of Contract and the Specifications.

###### QUANTITIES REFLECTED IN THE SCHEDULE

The quantities given in the Pricing Schedule are estimated only, and subject to change during the execution of the work. **Quantities in this document cannot be guaranteed and will vary from time to time due to continues risk assessment to put the risk level on acceptable levels and Ad-hoc deployment will be required from time to time.**

The validity of the contract will in no way be affected by differences between the quantities in the Pricing Schedule and the quantities finally certified for payment.

###### PRICING SCHEDULE (ANNEXURE 2)

The rates to be filled in the Pricing Schedule should include all costs. All rates and amounts quoted in the Pricing Schedule shall be in Rand and shall include VAT.

The price per month must include all costs, e.g. salaries, uniforms, transport, accommodation, insurance premiums, etc. No additional cost will be paid if not included in the price per month amount.

###### CORRECTNESS OF ENTRIES

Incorrect entries shall not be erased or obliterated with correction fluid but must be crossed out neatly and initialised or signed. The correct figures must be entered above or adjacent to the deleted entry.

##### 4.2. TABLE OF PARTS OF INDEPENDENT DEVELOPMENT TRUST PROVINCIAL OFFICES

PARTS	SITE NAME
Part A	Head Office and EPWP Office - Gauteng Province
Part B	Free State Province
Part C	Eastern Cape Province
Part D	Kwa-Zulu Natal Province
Part E	Limpopo Province
Part F	Mpumalanga Province
Part G	Northern Cape Province
Part H	North West Province

Take note that this bid is divided into Parts and the IDT reserve the right to appoint more than one bidder.

##### PART A: HEAD OFFICE (HO) AND EPWP OFFICE

Take note that Part (A) includes unarmed guarding services for HO and EPWP sites				
Item	Area	Province	Town	Site Description
1	Faerie Glen	Gauteng	Pretoria East	Glenwood Office park

##### PART B: FREE STATE PROVINCE

Take note that Part (B) requires unarmed guarding services for Free State site				
Item	Area	Province	Town	Site Description
1	46 2nd Avenue, Westeden	Free State	Bloemfontein	Merseta Office park

##### PART C: EASTERN CAPE PROVINCE

Take note that Part (C) requires unarmed guarding services for Eastern Cape site				
Item	Area	Province	Town	Site Description
1	Beacon Bay	Eastern Cape	East London	Palm Square Business Park

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#### PART D: KWAZULU-NATAL PROVINCE

Take note that Part (D) requires unarmed guarding services for KwaZulu-Natal site				
Item	Area	Province	Town	Site Description
1	22 Dorothy Nyembe Street	KZN	Durban	Marine House-Office park

#### PART E: LIMPOPO PROVINCE

Take note that Part (E) requires unarmed guarding services for Limpopo site				
Item	Area	Province	Town	Site Description
1	Corner Jorissen & Hans Van Rensburg Streets	Limpopo	Polokwane	ABSA Building

#### PART F: MPUMALANGA PROVINCE

Take note that Part (F) requires unarmed guarding services for Mpumalanga site				
Item	Area	Province	Town	Site Description
1	20 Cnr Samora Machel Drive and Ferreira Street	Mpumalanga	Nelspruit	ABSA Square

#### PART G: NORTHERN CAPE PROVINCE

Take note that Part (G) requires unarmed guarding services for Northern Cape site				
Item	Area	Province	Town	Site Description
1	Block D, 13 Bishops Avenue, Labram	Northern Cape	Kimberly	Sanlam Office Park

#### PART H: NORTH WEST PROVINCE

Take note that Part (H) requires unarmed guarding services for North West site				
Item	Area	Province	Town	Site Description
1	Joules Street	North West	Mafikeng	Industrial Park

#### 4.3. GENERAL DESCRIPTION OF WORK AND SCHEDULE OF SECURITY GUARDING SERVICES

Rendering of unarmed security guarding services as follows:		
Standard rules which is to be taken into account when pricing done for the services to be rendered. The bidder must write "Take Note" in the empty spaces under the "Take Note" column. <b>Failure to comply will lead to disqualification</b>		
Item	Standard services requirement	Take Note
1	Monday to Friday: Day Shift starting 06h00 AM to 18h00 PM	
2	Monday to Friday: Night Shift starting 18h00 PM to 06h00 AM	
3	Weekends (Saturday and Sunday) 24 Hour Shifts starting: Saturdays 06h00 AM to Mondays 06h00 AM	
4	All National Public Holidays service is to be rendered as per weekend's description which is 24-hour guard service	
5	Ensure that a Branded Patrolling Vehicle <b>must be available</b> when needed for the full duration of the contract period;	
6	Ensure that the Supervisors and Guards as per the Specification are equipped with their company Uniform and equipment, Torches, two way Hand held Radios' for on-site communication and to the Company Control Room, Occurrence Books and Pocket Books and all the other security equipment as per the PSIRA requirements.	

#### 4.4. PRICE SCHEDULE

Price Schedule will be compared on the basis of their total amount inclusive of VAT. Bidders are required to **fully complete** financial proposals as per the table below.

The current price illustration for 2025/2026 should be included in the Bid price thereafter in 2026 1<sup>st</sup> March an adjustment letter with new price illustration should be send to IDT to request the approval to accept adjusting the price in-line with PSIRA

**NB:** Below Table needs to be fully completed.

#### HEAD OFFICE (H/O) AND NORTH WEST

#### RENDERING OF SECURITY SERVICE TO THE IDT FOR A PERIOD OF 24 MONTHS

Annexure: 2: PRICING SCHEDULE

HEAD OFFICE AND EPWP OFFICE - GAUTENG						
No	Description of Guards and Services	Quantity of Guards	Year One		Year Two	
			Rate per Guard per month Including 15% VAT	Rate of all Guards for year one Including 15% VAT	Rate per Guard per month Including 15% VAT	Rate of all Guards for year two Including 15% VAT
1	UNARMED SECURITY OFFICER:  GRADE C Seven days a week (Monday to Sunday)  For managing the contract, AD-HOC supervision and monitoring of guards arranged by the successful Bidder  4x Day Shift	4	R .....	R .....	R .....	R .....
2	UNARMED SECURITY OFFICER:  GRADE C  Seven days a week (Monday to Sunday) For access control and general guarding duties  3x Night Shift	3	R .....	R .....	R .....	R .....
NORTH WEST PROVINCE						
3	UNARMED SECURITY OFFICER:  GRADE C Seven days a week (Monday to Sunday)  For managing the contract, AD-HOC supervision and monitoring of guards arranged by the successful Bidder  2x Day Shift	2	R .....	R .....	R .....	R .....

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4	UNARMED SECURITY OFFICER:  GRADE C  Seven days a week (Monday to Sunday) For access control and general guarding duties  1x Night Shift	1	R .....	R .....	R .....	R .....
			Total Price per month including 15% VAT	Total Price for year one including 15% VAT	Total Price per month including 15% VAT	Total Price for year two including 15% VAT
			R .....	R .....	R .....	R .....
Grand Total for year one and two (inclusive of VAT)			R.....			

Note that the Grand Total (Vat Inclusive) for year one and two of this Price Schedule must be transferred to **Form of Offer**.

SIGNED ON BEHALF OF (COMPANY NAME): .....

NAME .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

## FREE STATE AND NORTHERN CAPE PROVINCE

FREE STATE PROVINCE						
No	Description of Guards and Services	Quantity of Guards	Year One		Year Two	
			Rate per Guard per month Including 15% VAT	Rate of all Guards for year one Including 15% VAT	Rate per Guard per month Including 15% VAT	Rate of all Guards for year two Including 15% VAT
1	UNARMED SECURITY OFFICER:  GRADE C Seven days a week (Monday to Sunday)  For managing the contract, AD-HOC supervision and monitoring of guards arranged by the successful Bidder  2x Day Shift	2	R .....	R .....	R .....	R .....
2	UNARMED SECURITY OFFICER:  GRADE C  Seven days a week (Monday to Sunday) For access control and general guarding duties  1x Night Shift	1	R .....	R .....	R .....	R .....
NORTHERN CAPE PROVINCE						
3	UNARMED SECURITY OFFICER:  GRADE C Seven days a week (Monday to Sunday)  For managing the contract, AD-HOC supervision and monitoring of guards arranged by the successful Bidder  2x Day Shift	2	R .....	R .....	R .....	R .....
4	UNARMED SECURITY OFFICER:  GRADE C  Seven days a week (Monday to Sunday) For access control and general guarding duties  1x Night Shift	1	R .....	R .....	R .....	R .....
			Total Price per month including 15% VAT	Total Price for year one including 15% VAT	Total Price per month including 15% VAT	Total Price for year two including 15% VAT

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	R .....	R .....	R .....	R .....
<b>Grand Total for year one and two (inclusive of VAT)</b>	<b>R.....</b>			

Note that the Grand Total (Vat Inclusive) for year one and two of this Price Schedule must be transferred to **Form of Offer**.

SIGNED ON BEHALF OF (COMPANY NAME): .....

NAME .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

# **EASTERN CAPE AND KWAZULU-NATAL PROVINCE**

<b>EASTERN CAPE PROVINCE</b>						
No	Description of Guards and Services	Quantity of Guards	Year One		Year Two	
			Rate per Guard per month Including 15% VAT	Rate of all Guards for year one Including 15% VAT	Rate per Guard per month Including 15% VAT	Rate of all Guards for year two Including 15% VAT
1	<b>UNARMED SECURITY OFFICER:</b>  <b>GRADE C</b> Seven days a week (Monday to Sunday)  For managing the contract, AD-HOC supervision and monitoring of guards arranged by the successful Bidder  1x Day Shift	1	R .....	R .....	R .....	R .....
2	<b>UNARMED SECURITY OFFICER:</b>  <b>GRADE C</b>  Seven days a week (Monday to Sunday) For access control and general guarding duties  1x Night Shift	1	R .....	R .....	R .....	R .....
<b>KWAZULU-NATAL PROVINCE</b>						
3	<b>UNARMED SECURITY OFFICER:</b>  <b>GRADE C</b> Seven days a week (Monday to Sunday)  For managing the contract, AD-HOC supervision and monitoring of guards arranged by the successful Bidder  2x Day Shift	2	R .....	R .....	R .....	R .....

4	UNARMED SECURITY OFFICER:  GRADE C  Seven days a week (Monday to Sunday) For access control and general guarding duties  1x Night Shift	1	R .....	R .....	R .....	R .....
			Total Price per month including 15% VAT	Total Price for year one including 15% VAT	Total Price per month including 15% VAT	Total Price for year two including 15% VAT
			R .....	R .....	R .....	R .....
Grand Total for year one and two (inclusive of VAT)			R.....			

Note that the Grand Total (Vat Inclusive) for year one and two of this Price Schedule must be transferred to **Form of Offer**.

SIGNED ON BEHALF OF (COMPANY NAME): .....

NAME .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....



**LIMPOPO AND MPUMALANGA PROVINCE**

<b>LIMPOPO PROVINCE</b>						
No	Description of Guards and Services	Quantity of Guards	Year One		Year Two	
			Rate per Guard per month Including 15% VAT	Rate of all Guards for year one Including 15% VAT	Rate per Guard per month Including 15% VAT	Rate of all Guards for year two Including 15% VAT
1	<b>UNARMED SECURITY OFFICER:</b>  <b>GRADE C</b> Seven days a week (Monday to Sunday)  For managing the contract, AD-HOC supervision and monitoring of guards arranged by the successful Bidder  2x Day Shift	2	R .....	R .....	R .....	R .....
2	<b>UNARMED SECURITY OFFICER:</b>  <b>GRADE C</b>  Seven days a week (Monday to Sunday) For access control and general guarding duties  1x Night Shift	1	R .....	R .....	R .....	R .....
<b>MPUMALANGA PROVINCE</b>						
3	<b>UNARMED SECURITY OFFICER:</b>  <b>GRADE C</b> Seven days a week (Monday to Sunday)  For managing the contract, AD-HOC supervision and monitoring of guards arranged by the successful Bidder  1x Day Shift	1	R .....	R .....	R .....	R .....
4	<b>UNARMED SECURITY OFFICER:</b>  <b>GRADE C</b>  Seven days a week (Monday to Sunday) For access control and general guarding duties  1x Night Shift	1	R .....	R .....	R .....	R .....
			Total Price per month including 15% VAT	Total Price for year one including 15% VAT	Total Price per month including 15% VAT	Total Price for year two including 15% VAT

IDT/HO-ALLSITES/SECURITYUNIT/2025

	R .....	R .....	R .....	R .....
<b>Grand Total for year one and two (inclusive of VAT)</b>	<b>R.....</b>			

Note that the Grand Total (Vat Inclusive) for year one and two of this Price Schedule must be transferred to **Form of Offer**.

SIGNED ON BEHALF OF (COMPANY NAME): .....

NAME .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

## **T5. PENALTIES**

Bidder must "**Take Note**" of the under listed penalties which will be imposed should ineffective services be rendered during the contracted period. Failure to comply will lead to disqualification of the service provider's bid.

ITEM	PENALTY				Take Note
	Low Risk Site	Medium Risk Site	High Risk Site	Frequency	
This is not in working order					
The security officer is on duty without a pocket book and pen	R50	R75	R100	Per Incident	
Possession of private cell phone by a security officer whilst on duty	R50	R75	R100	Per Incident	
Pocket book of a security officer written up in advance	R50	R75	R100	Per Incident	
Late submission of any required information as per agreement i.e. minutes of meetings, salary advices etc.	R250	R350	R500	Per Month	
Late submission or non-submission of Health& Safety minutes	R50	R75	R100	Per Month	
Late submission or non-submission of progress report	R250	R350	R500	Per Month	
No visit from off-Site Supervising Inspector / Site Manager to Site	R50	R75	R100	Per Incident	
Non-attendance of weekly meeting by the Bidder	R250	R350	R500	Per Months	
Non-attendance of monthly meetings by managing member or director of the Bidder	R250	R350	R500	Per Months	
Visitors to the building without escort	R250	R350	R500	Per Months	

Unavailability of, and non-submission ~ or late submission of any relevant documentation, sheets or failure to complete or keep all relevant documents up to date	R100	R150	R200	Per Incident	
Failure to hand in or late submission of feedback report on the occurrence of an Incident	R100	R150	R200	Per Incident	
Security officer sleeping on duty	R250	R500	750	Per Incident	
Security officer under the influence of alcohol/drugs	R250	R500	750	Per Incident	
Security officer absent from duty/no security officer deployed	R250	R500	R1000	Per Incident	

**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 interest<sup>1</sup> 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:

.....  
 .....

**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 consortium<sup>2</sup> 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 bidder

**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**

**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**

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
Women	6
Youth	6
People with Disabilities	4
Black People	4
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



- 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 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

or

$$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	6	
Youth	6	
People with Disabilities	4	
Black People	4	

#### Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. 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]

4.6. 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;

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- 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.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p> <p><b>SURNAME AND NAME:</b></p> <p>.....</p> <p><b>DATE:</b></p> <p>.....</p> <p><b>ADDRESS:</b></p> <p>.....</p>
--

## T6. BRIEFING SESSION

A **compulsory briefing** session will take place as per the below address on the **06<sup>TH</sup> of August 2025 at 10:00AM – 12 PM**.

IDT Head Office (Pretoria)  
Glenwood Office Park  
Cnr Oberon & Sprite Streets  
Faerie Glen  
0043

**Bidders must ensure that their details are on the compulsory briefing attendance register. Failure to find the bidders name details on the compulsory briefing attendance register during the evaluation of the bids will lead to disqualification.**

**All bids must be submitted at the IDT Head Office at the following physical address:**

IDT Head Office (Pretoria)  
Glenwood Office Park  
Cnr Oberon & Sprite Streets  
Faerie Glen  
0043

## GENERAL BID INFORMATION

**Type:** Request for Proposal

**RFP Closing Date and time:** 20 August 2025 @12:00 PM

**Validity Period:** 90 days

Bidders' queries will be attended to only up to 5 Calendar days before the closing date.

Unsuccessful Bidders will not be notified.

If you do not receive any response from the IDT regarding this bid after 90 days from the closing date, please consider your bid unsuccessful.

## T7. LIST OF RETURNABLE DOCUMENTS

List of returnable documents are for ensuring that everything the employer requires a tenderer to submit with his/her tender is included in, or returned with, his/her tender submission.

**Note: All returnable documents should be submitted in the sequence as requested below**

Tick below if returnable document is attached or fully completed.

ITEM	LIST OF COMPULSORY RETURNABLE DOCUMENTS	TICK IF ATTACHED
	<b>MANDATORY ADMINISTRATIVE REQUIREMENTS/DOCUMENTATION</b>	
1	Submission of fully completed and signed Invitation to Bid (SBD 1)	
2	Submission of fully completed and signed Bidder's Disclosure (SBD 4)	
3	Submission of fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1).	
	<b>MANDATORY REQUIREMENTS/DOCUMENTATION</b>	
1	Authority to Sign the Bid Document (If more than one Director)	
2	Proof of Company Registration (CIPC) or affidavit and trade name If Sole Proprietor	

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3	Proof of Registration for Central Supplier Database system (Bidders must be registered before the Closing date of the RFP)	
4	Valid COIDA Certificate from department of Labour. FEM and RMA will not be accepted for this RFP (COIDA certificate must be valid for the whole financial year, not valid on a month to month basis).	
5	Certified copy of Certificate of Compliance with Labour (Unemployment Insurance Fund) or Letter of Good standing with Labour.	
6	Certified copy of Company Registration Certificate with PSIRA	
7	Certified copy of PSIRA Registration certificates of Individual Directors of the company.	
8	Valid Letter of Good Standing with PSIRA.	
9	Letter of intent of Public Liability Insurance to the minimum value of 5 million rand.	
10	Company Profile.	
11	Proof of Business Address not older than three (3) months (for Compulsory Site Inspection Purposes). Must be Lease Agreement, Utility Bill or Letter from a Councillor.	
12	Price Schedule must be fully completed and signed (it must include all relevant taxes, PSIRA annual escalation and costs as specified in the bid).	
13	Form of Offer must be fully completed, signed and witnessed	
14	Confirmation of Receipt of Addenda to Bid Documents (If Applicable)	
15	Attendance to the compulsory briefing meeting by the company's representative (s)	
	<b>IN ADDITION TO THE ABOVE MANDATORY REQUIREMENTS, THE BELOW ARE APPLICABLE TO JOINT VENTURES AND CONSORTIUMS:</b>	
	<ul style="list-style-type: none"> <li>CIPC must be submitted for all companies forming JV or Consortium</li> </ul>	
	<ul style="list-style-type: none"> <li>Proof of Registration on CSD system must be provided for all companies forming JV or Consortium</li> </ul>	
	<ul style="list-style-type: none"> <li>Joint Venture or Consortium Agreement certified by the Commissioner of Oath must be submitted.</li> </ul>	

#### T7.1 AUTHORITY TO SIGN A BID

IDT/HO-ALLSITES/SECURITYUNIT/2025

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on .....20.....

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....

.....  
(PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:** 1.....

2.....

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as.....

**SIGNATURE**..... **DATE**.....

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every Partner :

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as ..... hereby authorise .....to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

.....  
SIGNATURE                      SIGNATURE                      SIGNATURE

.....  
DATE                                      DATE                                      DATE

**D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at.....  
Mr/Mrs/Ms.....,whose signature appears below, has been authorised to sign all documents in  
connection with this bid on behalf of

(Name of Close Corporation) .....  
.....

SIGNED ON BEHALF OF CLOSE CORPORATION : .....

.....  
(PRINT NAME)

IN HIS/HER CAPACITY AS .....DATE: .....

SIGNATURE OF SIGNATORY: .....

WITNESSES: 1.....

2.....



**E. CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20.....  
at.....  
Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all  
documents in connection with this bid on behalf of (Name of cooperative)  
.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY: .....

IN HIS/HER CAPACITY AS: .....

DATE: .....

SIGNED ON BEHALF OF CO-OPERATIVE: .....

NAME IN BLOCK LETTERS: .....

WITNESSES: 1.....

2.....

**F. JOINT VENTURE**

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the joint venture partners on.....20.....  
Mr/Mrs/Ms.....,Mr/Mrs/Ms.....  
Mr/Mrs/Ms.....and Mr/Mrs/Ms.....  
(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:(Name of Joint Venture) .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....  
(PRINT NAME) .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....SIGNED ON BEHALF OF

(COMPANY NAME): .....

(PRINT NAME).....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....

(PRINT NAME) .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

## G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

### AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By \_\_\_\_\_ resolution/agreement \_\_\_\_\_ passed/reached \_\_\_\_\_ by \_\_\_\_\_ the \_\_\_\_\_ consortium  
on.....20.....Mr/Mrs/Ms.....

(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium) .....

IN HIS/HER CAPACITY AS: .....

SIGNATURE: ..... DATE: .....

**T7.2 PROOF OF COMPANY REGISTRATION (CIPC) OR AFFIDAVIT AND TRADE NAME IF SOLE PROPRIETOR**

*Attached hereto is Proof of Company registration (CIPC) or Affidavit and trade name if Sole Proprietor. My failure to submit the copy with my / our bid document will lead to a conclusion that I am / we are not registered as claimed and our bid will be disqualified.*

***(Attach a copy of Company Registration or Affidavit if Sole Proprietor Here)***

**T7.3 Proof of Registration for Central Supplier Database system (Bidders must be registered before the Closing date of the RFP)**

*Attached hereto is Proof of Registration for Central Supplier Database system. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we are not registered as claimed and our bid will be disqualified.*

**(Attach a copy of Proof of Registration for Central Supplier Database system)**

**T7.4 Proof of Valid COIDA Certificate from department of Labour. FEM and RMA will not be accepted (COIDA certificate must be valid for the whole financial year, not valid on a month to month basis)**

*Attached hereto is Proof of Valid COIDA Certificate from department of Labour. FEM and RMA will not be accepted (COIDA certificate must be valid for the whole financial year, not valid on a month to month basis. My failure to submit the any proof of Valid COIDA Certificate from department of Labour with my / our bid document will lead to a conclusion that I am / we are not certified as claimed and our bid will be disqualified.*

**(Attach a copy of Proof of Valid COIDA Certificate from department of Labour)**

**T7.5 Proof of Certified copy of Certificate of Compliance with Labour (Unemployment Insurance Fund) or Letter of Good standing with Labour**

*Attached hereto is Proof of Certified copy of Certificate of Compliance with Labour (Unemployment Fund) or Letter of Good standing with Labour. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we are not registered as claimed and our bid will be disqualified.*

**(Attach a Certified copy of Certificate of Compliance with Labour (Unemployment Insurance Fund) or Letter of Good standing with Labour)**

**T7.6 Proof of Certified copy of Company Registration Certificate with PSIRA**

*Attached hereto is Proof of Certified copy of Company Registration Certificate with PSIRA. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we are not registered as claimed and our bid will be disqualified.*

**(Attach a Certified copy of Company Registration Certificate with PSIRA)**



**T7.7 Proof of Certified copy of PSIRA Registration certificates of Individual Directors of the company**

*Attached hereto is Proof of Certified copy of PSIRA Registration certificates of Individual Directors of the company. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we are not registered as claimed and our bid will be disqualified.*

***(Attach a Certified copy of PSIRA Registration certificates of Individual Directors of the company)***

**T7.8 Proof of Valid Letter of Good Standing with PSIRA**

*Attached hereto is Proof of Valid Letter of Good Standing with PSIRA. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we are not registered as claimed and our bid will be disqualified.*

***(Attach a Valid Letter of Good Standing with PSIRA)***

**T7.9 Proof of Letter of intent of Public Liability Insurance to the minimum value of 5 million rand**

*Attached hereto is Proof of Letter of intent of Public Liability Insurance to the minimum value of 5 million rand. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we do not have Liability Insurance as claimed and our bid will be disqualified.*

***(Attach a Letter of intent of Public Liability Insurance to the minimum value of 5 million rand)***

**T7.10 Proof of Company Profile**

*Attached hereto is Proof of Company Profile. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we do not have Company Profile as claimed and our bid will be disqualified.*

***(Attach a Company Profile)***

**T7.11 Proof of Business Address not older than three (3) months (for Compulsory Site Inspection Purposes). Must be Lease Agreement, Utility Bill/Municipality Bill or Letter from a Councillor.**

*Attached hereto is Proof of Business Address not older than three (3) months (for Compulsory Site Inspection Purposes). Must be Lease Agreement, Utility Bill or Letter from a Councillor. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we do not have Site Specific Security Operational Plan and our bid will be disqualified.*

**(Attach a Proof of Business Address not older than three (3) months (for Compulsory Site Inspection Purposes). Must be Lease Agreement, Utility Bill/ Municipality Bill or Letter from a Councillor).**

**T7.12 Confirmation of Receipt of Addenda to Bid Documents (If Applicable)**

*Attached hereto is Confirmation of Receipt of Addenda to Bid Documents (If Applicable). My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we do not have a Business Physical Address and our bid will be disqualified*

**(Attach a Confirmation of Receipt of Addenda to Bid Documents (If Applicable).)**

#### **T7.13 JOINT VENTURE / CONSORTIUM AGREEMENT (IF APPLICABLE)**

*Attached hereto is a Copy of our Joint Venture / Consortium Agreement certified by the Commissioner of Oath and signed by all parties involved in the JV or Consortium. Our failure to submit the Copy of Joint Venture / Consortium will lead to the conclusion that there is no JV / Consortium Contract, and as such, our bid will be disqualified.*

***(Attach the Joint Venture / Consortium Agreement here)***

## T7.14 FORM OF OFFER FOR HEAD OFFICE, EPWP AND NORTH WEST IDT OFFICES

RFP NO: IDT/HO-ALLSITES/SECURITYUNIT/2025

### REQUEST FOR PROPOSAL (RFP) FOR THE SECURITY GUARDING SERVICES FOR A PERIOD OF 24 MONTHS

#### Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of a service provider to carry out; -

#### SECURITY GUARDING SERVICES FOR A PERIOD OF 24 MONTHS

The bidder, identified in the Offer signature block, has examined the documents listed in the Bid Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the bidder, deemed to be duly authorized, signing this part of this Form of Offer the bidder offers to perform all of the obligations and liabilities of the supplier under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

#### THE TOTAL OFFER IS INCLUSIVE OF VAT

R..... (Professional fees + Disbursement fees) + (Discount if Applicable)

.....

..... (In words)

This Offer, with or without additional conditions, may be accepted by the Employer, through the employer's offer of appointment letter, which offer shall only become the appointment upon your acceptance thereof and your compliances with the conditions therein.

Signature(s)

.....

Name(s)

.....

Capacity

.....

**For the bidder:**

.....

*(Insert name and address of organization)*

Name & signature of  
witness

.....

Date .....

IDT/HO-ALLSITES/SECURITYUNIT/2025



## T7.15 FORM OF OFFER FOR FREE STATE AND NORTHERN CAPE IDT OFFICES

RFP NO: IDT/HO-ALLSITES/SECURITYUNIT/2025

### REQUEST FOR PROPOSAL (RFP) FOR THE SECURITY GUARDING SERVICES FOR A PERIOD OF 24 MONTHS

#### Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of a service provider to carry out; -

#### SECURITY GUARDING SERVICES FOR A PERIOD OF 24 MONTHS

The bidder, identified in the Offer signature block, has examined the documents listed in the Bid Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the bidder, deemed to be duly authorized, signing this part of this Form of Offer the bidder offers to perform all of the obligations and liabilities of the supplier under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

#### THE TOTAL OFFER IS INCLUSIVE OF VAT

R..... (Professional fees + Disbursement fees) + (Discount if Applicable)

.....

..... (In words)

This Offer, with or without additional conditions, may be accepted by the Employer, through the employer's offer of appointment letter, which offer shall only become the appointment upon your acceptance thereof and your compliances with the conditions therein.

Signature(s)

Name(s)

Capacity

For the bidder:

Name & signature of  
witness

.....

.....

.....

.....

(Insert name and address of organization)

.....

Date .....

IDT/HO-ALLSITES/SECURITYUNIT/2025

## T7.16 FORM OF OFFER FOR EASTERN CAPE AND KWAZULU-NATAL IDT OFFICES

RFP NO: IDT/HO-ALLSITES/SECURITYUNIT/2025

### REQUEST FOR PROPOSAL (RFP) FOR THE SECURITY GUARDING SERVICES FOR A PERIOD OF 24 MONTHS

#### Form of Offer and Acceptance

##### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of a service provider to carry out; -

#### SECURITY GUARDING SERVICES FOR A PERIOD OF 24 MONTHS

The bidder, identified in the Offer signature block, has examined the documents listed in the Bid Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the bidder, deemed to be duly authorized, signing this part of this Form of Offer the bidder offers to perform all of the obligations and liabilities of the supplier under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

#### THE TOTAL OFFER IS INCLUSIVE OF VAT

R..... (Professional fees + Disbursement fees) + (Discount if Applicable)

.....

..... (In words)

This Offer, with or without additional conditions, may be accepted by the Employer, through the employer's offer of appointment letter, which offer shall only become the appointment upon your acceptance thereof and your compliances with the conditions therein.

Signature(s)

Name(s)

Capacity

For the bidder:

.....  
(Insert name and address of organization)

Name & signature of  
witness

.....

Date .....

IDT/HO-ALLSITES/SECURITYUNIT/2025

## T7.17 FORM OF OFFER FOR LIMPOPO AND MPUMALANGA IDT OFFICES

**RFP NO: IDT/HO-ALLSITES/SECURITYUNIT/2025**

### **REQUEST FOR PROPOSAL (RFP) FOR THE SECURITY GUARDING SERVICES FOR A PERIOD OF 24 MONTHS**

#### **Form of Offer and Acceptance**

##### **Offer**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of a service provider to carry out; -

#### **SECURITY GUARDING SERVICES FOR A PERIOD OF 24 MONTHS**

The bidder, identified in the Offer signature block, has examined the documents listed in the Bid Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the bidder, deemed to be duly authorized, signing this part of this Form of Offer the bidder offers to perform all of the obligations and liabilities of the supplier under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

#### **THE TOTAL OFFER IS INCLUSIVE OF VAT**

R..... (Professional fees + Disbursement fees) + (Discount if Applicable)

.....

..... (In words)

This Offer, with or without additional conditions, may be accepted by the Employer, through the employer's offer of appointment letter, which offer shall only become the appointment upon your acceptance thereof and your compliances with the conditions therein.

Signature(s)

Name(s)

Capacity

**For the bidder:**

.....  
(Insert name and address of organization)

Name & signature of  
witness

Date .....

**IDT/HO-ALLSITES/SECURITYUNIT/2025**

**. Schedule of Deviations**

By the duly authorized representatives signing this offer, the bidder agrees to and accepts the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the bid data and addenda thereto as listed in the bid schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the bidders and the employer during the bidding process.

1. Subject .....  
Details .....  
.....  
.....  
.....
2. Subject .....  
Details .....  
.....  
.....  
.....
3. Subject .....  
Details .....  
.....  
.....  
.....
4. Subject .....  
Details .....  
.....  
.....  
.....
5. Subject .....  
Details .....  
.....  
.....  
.....

## FORM OF OFFER AND ACCEPTANCE

### Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

### The terms of the contract:

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer or the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Identity number: \_\_\_\_\_

Capacity: \_\_\_\_\_ for the Employer

Name: \_\_\_\_\_

Signature of witness: \_\_\_\_\_ Date: \_\_\_\_\_