

higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

COASTAL KZN COLLEGE
Your Pioneering Centre of Excellence

# PROVISION OF SECURITY SERVICES TENDER

**OPEN TENDER: SS CKZN 01/2026**
**BIDS ARE INVITED FROM QUALIFIED AND EXPERIENCED FIRMS FOR THE PROVISION OF INTEGRATED SECURITY SERVICES FOR COASTAL KZN TVET COLLEGE LEARNING SITES (8 CAMPUSES AND 4 SKILLS CENTRES) INCLUDING CENTRAL ADMINISTRATION OFFICE.**

**THE FOLLOWING SHOULD BE NOTED REGARDING THE BID:**

| | |
|---|---|
| **CONTRACT PERIOD** | **: 3 YEARS (36 MONTHS)** |
| **BID NUMBER** | **: SS CKZN 01/2026** |
| **TENDER CLOSING DATE** | **: 19/11/2026 AT 11H00** |
| **BRIEFING SESSION** | **: NO OFFICIAL BRIEFING SESSION** |
| **BID VALIDITY** | **: 180 DAYS** |

- Only Private Security Industry Regulatory Authority (PSIRA) Registered Companies with proof of Good Standing may apply.
- The bid document is available **free of charge** and may be downloaded from the College website: **www.coastalkzn.co.za**. No bid document fee is payable.
- **There will be no official briefing session** for this bid.
- Bidders must be registered on the National Treasury Central Supplier Database (CSD).
- Bids will be evaluated in terms of functionality (minimum threshold of 70 out of 100 points) and the **90/10** preference point system.
- Completed bids must be hand-delivered and deposited in the bid box situated at the Security Gate, Umbumbulu Campus, 50051 Mfundi Mngadi Drive, KwaMakhutha, by no later than **19 November 2026** at **11h00**. Late bids will not be accepted.

**Technical Enquiries:** Mr Z.C. Mbatha on 031 905 7000 or Zamokwakhe.mbatha@coastalkzntvet.edu.za, **SCM Enquiries:** Mr P.N. Khanyile on 031 905 7000 or Phineasnhlakanipho.khanyile@coastalkzntvet.edu.za

**PLEASE NOTE (BID NUMBER: SS CKZN 01/2026)**

THERE WILL BE **NO OFFICIAL BRIEFING SESSION**. THE BID DOCUMENT IS **NOT FOR SALE** – DOWNLOAD IT FREE OF CHARGE FROM **WWW.COASTALKZN.CO.ZA**

higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

COASTAL KZN COLLEGE
Your Pioneering Centre of Excellence
TVET

**COASTAL KZN TVET COLLEGE**

**PROVISION OF SECURITY SERVICES**

**CONTRACT PERIOD: Three (3) YEARS**

**CLOSING DATE & TIME: 19/11/2026**

**STRICTLY AT 11:00**

| | |
|---|---|
| **NAME OF BIDDER:** | |
| **CENTRAL SUPPLIER DATABASE REGISTRATION No.** | |

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**SECTION A1**

**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF **COASTAL KZN TVET COLLEGE**

| | |
|---|---|
| **CLOSING DATE:** | **19/11/2026** |
| **CLOSING TIME:** | **11H00** |
| **BID NO.:** | **SS CKZN 01/2026** |
| **DESCRIPTION:** | **PROVISION OF SECURITY SERVICES** |
| **CONTRACT PERIOD:** | **THREE (3) YEARS (36 MONTHS)** |
| **VALIDITY PERIOD:** | **180 DAYS** |

**NAME OF BIDDER: _____**

**CENTRAL SUPPLIERS DATABASE REGISTRATION NO: _____ (ATTACH PROOF)**

**NB: DOCUMENTS MUST BE DELIVERED BY HAND-DEPOSITED IN THE BID BOX SITUATED AT:**

**SECURITY GATE AT: UMBUMBULU CAMPUS LOCATED AT:**

**COASTAL KZN TVET COLLEGE**
**50051 MFUNDI MNGADI DRIVE**
**KWA-MAKUTHA**

**TECHNICAL ENQUIRIES SHALL BE MADE TO: MR Z.C MBATHA (031 905 7000)**

**SCM ENQUIRIES SHALL BE MADE TO: MR P.N KHANYILE (031 905 7000)**

**SECTION A2**

**COASTAL KZN TVET COLLEGE**
**TERMS OF REFERENCE**
**INTEGRATED SECURITY SERVICES, ELECTRONIC SECURITY TECHNOLOGY, INSTALLATION, MONITORING, RESPONSE AND MAINTENANCE**

*8 Campuses, 4 Skills Centres and Central Administration Office (CAO)*
*Contract Period: 36 Months*

## 1. Background

Coastal KZN TVET College is responsible for the safety and security of its students, staff, visitors, contractors, buildings, equipment, records, vehicles and other assets across its geographically dispersed facilities. The College requires a comprehensive security service capable of responding to varying levels of risk and changing operational conditions across its campuses, skills centres and CAO.

The College therefore seeks to appoint a suitably qualified and experienced Service Provider to deliver an integrated security solution that combines appropriately deployed physical security personnel with electronic security technology, monitoring, response, and related support services. The solution must be based on documented security risk assessments and site-specific operational requirements.

## 2. Purpose

The purpose of this bid is to provide a comprehensive, integrated and risk-based security service for Coastal KZN TVET College. The appointed Service Provider shall assess the security environment at each facility, design an appropriate security model, supply and install required technology, provide security personnel & response services, monitor the integrated system, maintain all systems & provide continuous security management and reporting throughout the contract period.

## 3. Objectives

The objectives of this bid are as follows:

- Protect students, staff, visitors, contractors, College property and other persons lawfully present on College premises.
- Protect buildings, infrastructure, equipment, vehicles, records and other College assets against theft, vandalism, unauthorized access and other security threats.
- Identify and assess security risks and vulnerabilities at all College facilities.
- Develop a site-specific security model based on identified risks and operational requirements.
- Integrate physical guarding with CCTV cameras, alarms, access control, vehicle control, monitoring, communications and response technology.
- Provide reliable detection, monitoring, verification, escalation and response to security incidents.

- Improve security visibility, accountability, incident recording and evidence management.
- Ensure security technology is appropriately designed, installed, integrated, commissioned and maintained.
- Provide an adaptable security establishment that may be retained, increased, reduced or redeployed where justified by the approved risk assessment and College operational requirements.
- Ensure that all permanent security equipment and infrastructure procured and installed for the College becomes College property.
- Provide structured training, knowledge transfer and work-based learning opportunities where specified by the College.
- Maintain service continuity and progressively improve the security environment throughout the contract.

## 4. Scope of Services

The Service Provider shall provide, as applicable to each site and as determined by the approved risk assessment:

- Security risk and vulnerability assessments.
- Physical guarding and supervisory services.
- CCTV surveillance and video management.
- Alarm, intrusion and duress detection.
- Access control and visitor management.
- Vehicle access and security management.
- Electronic guard patrol and monitoring systems.
- Control-room and monitoring services.
- Armed/rapid response services when required.
- Perimeter security fencing supporting security infrastructure.
- Installation, integration, testing and commissioning of security technology.
- Preventive and corrective maintenance.
- Incident management, reporting and investigation support.
- Security communications and emergency escalation.
- Training and skills transfer.
- Asset management and technical documentation.
- Continuous security review and optimisation.
- Provision of VIP services
- Provision of strike force services (Ad hoc)

## 5. College Facilities and Service Coverage

The services shall cover the College's current state, comprising 8 campuses 4 skills centres and 1 CAO. The final site schedule, operational details, access arrangements and site-specific requirements shall be confirmed by the College. All the above college sites needs the full security assessment and integrated Security services.

In instances where a skills centre is situated within a campus, the Service Provider shall assess the operational relationship and avoid unnecessary duplication of security infrastructure or services while ensuring adequate protection.

## 6. Security Risk Assessment and Security Design

The security risk assessment shall be the principal basis for determining the security arrangement at each facility. The Service Provider shall not apply a uniform security model across all sites without demonstrating that it is appropriate to identify the risks.

| Assessment area | Minimum considerations | Required deliverable |
|---|---|---|
| Threat and vulnerability | Crime patterns, incidents, threats, vulnerable locations, perimeter conditions and surrounding environment. | Site risk profile and risk register |
| People and operations | Student/staff movement, operating hours, events, residences where applicable, deliveries and contractors. | Operational security assessment |
| Buildings and assets | Critical buildings, equipment, records, workshops, laboratories and other high-value areas. | Asset vulnerability assessment |
| Access and movement | Pedestrian gates, vehicle gates, visitors, contractors, restricted areas and after-hours access. | Access-control risk assessment |
| Technology | Existing CCTV, alarms, access control, communications, network and power infrastructure. | Technology condition and gap assessment |
| Guarding | Posts, patrols, supervision, shifts, incidents and functions requiring human intervention. | Recommended guard deployment model |
| Response | Response times, escalation routes, emergency services, armed response and site-specific threats. | Response and escalation plan |

Following the assessment, the Service Provider shall recommend the appropriate balance between physical security personnel and electronic security technology. Any proposed change in the number, location, shift pattern or function of security personnel must be supported by assessment and security design. The College shall approve the final security establishment and technology deployment.

## 7. Physical Security Personnel

The Service Provider shall provide suitably trained, licensed and supervised security personnel in accordance with the approved site-specific security plan. The required number of security personnel shall be determined by risk, operational requirements, technology capability and the required level of protection.

- Provide security officers, supervisors and other categories of security personnel required by the approved security plan.
- Maintain continuous coverage of approved critical posts and functions.
- Conduct access control, patrols, monitoring, incident prevention, visitor management and other approved duties.
- Maintain professional standards of conduct and appearance.
- Use electronic guard-tour/patrol verification at designated locations.
- Provide effective communications and escalation arrangements.
- Maintain relief arrangements to prevent unauthorised gaps in coverage.
- Ensure all personnel comply with applicable legal and regulatory requirements.

## 8. CCTV Surveillance System

The Service Provider shall design, supply, install, configure, integrate, commission, monitor and maintain an IP-based CCTV surveillance system appropriate to the risk and operational requirements of each facility.

| Feature | Minimum requirement |
|---|---|
| Resolution | Minimum 4MP for general-purpose cameras, with higher resolution where identification requirements dictate. |
| Night performance | Day/night operation with IR or equivalent low-light capability appropriate to the location. |
| Outdoor protection | Minimum IP66 for exposed outdoor cameras; vandal-resistant housing where required. |
| WDR | WDR or equivalent at entrances, gates and high-contrast areas. |
| Analytics | Motion detection and appropriate intelligent analytics such as line crossing, intrusion, loitering or people/vehicle analytics where justified. |
| Coverage | Camera positioning shall be based on detection, recognition or identification objectives and shall minimise blind spots. |
| Recording | VMS/NVR solution sized for the approved camera schedule and retention requirement. |
| Retention | Minimum baseline of 30 days, unless the College specifies a longer period for particular locations. |
| Time | Synchronised and accurate system time across all recording and security devices. |
| Power | UPS/backup power for critical components as determined by the site assessment. |

| Feature | Minimum requirement |
|---|---|
| Cybersecurity | Unique credentials, role-based access, secure configuration, controlled firmware updates and appropriate network protection. |

## 9. Alarm, Intrusion and Duress Systems

- Assess, design, supply, install, integrate, commission and maintain alarm and intrusion systems.
- Provide alarm panels, door contacts, motion detectors, panic/duress devices, gate alarms and other sensors appropriate to the risk.
- Provide appropriate protection for high-risk rooms, buildings, access points and critical assets.
- Integrate alarm events with monitoring and response procedures.
- Maintain an auditable record of alarm activation, acknowledgement, escalation and resolution.
- Maintain documented alarm zones, device schedules, user permissions and response procedures.
- Existing serviceable equipment may be integrated where technically suitable and approved by the College.

## 10. Access Control and Visitor Management

| Area | Minimum requirement |
|---|---|
| Pedestrian access | Controlled access using appropriate biometric, card, QR or equivalent technology based on approved risk assessment. |
| Staff/student access | Secure and auditable entry/exit arrangements appropriate to the facility. |
| Visitor management | Electronic registration, identification, authorisation, credential issues and exit recording. |
| Contractors | Pre-authorisation, identification, induction/permit controls and access expiry. |
| Restricted areas | Enhanced access control for critical rooms, workshops, laboratories, records and other sensitive areas. |
| Emergency operation | Access systems must interface safely with fire and emergency procedures. |
| Audit trail | Access events shall be retained and retrievable by authorised College personnel. |

## 11. Vehicle Security and Traffic Control

- Assess vehicle access and security risks at each facility.
- Control entry and exit of staff, students, visitors, contractors, deliveries and service vehicles.
- Provide barriers, intercoms, vehicle identification, Automatic Number Plate Recognition (ANPR) or other technology where justified by risk.

- Maintain electronic or controlled records of vehicles requiring registration.
- Provide appropriate after-hours vehicle access procedures.
- Integrate vehicle control with CCTV cameras and access systems where appropriate.

## 12. Control Room and Monitoring

- Provide an appropriately equipped monitoring/control function for the integrated security solution.
- Monitor CCTV, alarms, access events and other connected security systems.
- Maintain operational logs and auditable records.
- Escalate critical events immediately in accordance with approved procedures.
- Maintain appropriate communications with site security personnel, response teams, College officials and emergency services.
- Provide authorized College users with appropriate access to live and recorded information.
- Maintain continuity arrangements for control-room operations and critical system failures.

## 13. Response Services

- Provide rapid response capability appropriate to the risk profile of each site.
- Develop site-specific response and escalation plans.
- Coordinate with SAPS, emergency medical services, fire services and other relevant authorities when required.
- Respond to verified or priority alarms in accordance with agreed service levels.
- Maintain response logs and incident records.
- Conduct post-incident reviews for significant events and recommend corrective measures.

## 14. Perimeter and Supporting Security Infrastructure

- Assess perimeter walls, fencing, gates, lighting, guardhouses, barriers and other physical security infrastructure.
- Identify vulnerabilities and recommend appropriate improvements.
- Provide security lighting and other supporting measures where required.
- Install conduits, cabinets, poles, foundations, cable protection and related infrastructure required for the security system.
- Ensure installations are weather-resistant, tamper-resistant and suitable for the operating environment.
- Coordinate security infrastructure with College facilities and maintenance requirements.

## 15. Installation, Integration and Commissioning

- Prepare detailed site implementation drawings and method statements.

- Supply all equipment and components necessary for a complete operational solution.
- Complete all required electrical, data, network, mounting, civil and associated installation works within the approved scope.
- Configure and integrate all security systems.
- Conduct factory/site testing where appropriate.
- Complete functional testing of cameras, alarms, access points, recording, communications, power backup and monitoring.
- Conduct user acceptance testing with the College.
- Correct defects before formal commissioning.
- Provide complete commissioning records.

## 16. Ownership of Equipment and Infrastructure

All permanent security equipment and infrastructure procured, supplied and/or installed for Coastal KZN TVET College under this contract shall remain the property of the College. This includes, but is not limited to, CCTV cameras, servers/NVRs, storage equipment, monitors, access-control equipment, biometric devices, barriers, alarm equipment, control-room equipment, network equipment dedicated to the security solution, cabinets, poles, conduits, cabling and other permanent security infrastructure.

- The Service Provider shall maintain a dedicated asset register.
- Assets shall be uniquely identified and linked to their location.
- All warranties, licenses, manuals, configurations and relevant technical information shall be provided to the College.
- The Service Provider shall not remove or withhold College-owned permanent assets at contract expiry.
- Final handover shall include physical verification and reconciliation of the asset register.

## 17. Data, Video and Information Management

Security footage, access records, alarm records, incident records, system configurations and other security information generated or maintained for the College shall be managed as College information. The Service Provider shall implement appropriate access controls, retention, backup, confidentiality and information-security measures and comply with applicable privacy and information-management requirements.

## 18. Maintenance and Technical Support

| Service area | Minimum requirement |
|---|---|
| Preventive maintenance | Scheduled inspections, cleaning, testing, firmware/configuration review and documented maintenance. |
| Corrective maintenance | Prompt fault diagnosis, repair or replacement of defective equipment. |
| Critical systems | Priority response to failures affecting monitoring, recording, access, alarms or critical security coverage. |

| Service area | Minimum requirement |
|---|---|
| Spare parts | Maintain suitable spares or replacement arrangements for critical equipment. |
| System health | Regular monitoring of camera, recording, alarm, access and communications health. |
| Cybersecurity | Controlled patching, credential management, vulnerability management and secure configuration. |
| Documentation | Maintain current assets, configuration and maintenance records. |

## 19. Training and Capacity Building

- Train security personnel on site-specific procedures, technology, emergency response and incident reporting.
- Train designated College personnel on relevant system operation and authorised access.
- Provide system manuals and operational procedures.
- Conduct refresher training where required.
- Maintain training records and attendance registers.

## 20. Work-Based Learning and Student Capacitation

As part of the College's skills-development objectives, the appointed Service Provider shall provide structured work-based learning opportunities for college students who require workplace experience to complete their qualifications, subject to the College's placement process and availability of suitable workplace activities.

The minimum requirement shall be not less than two (2) students per relevant programme, subject to suitable placements and the College's approved arrangements.

- Placements must be supervised and structured around relevant workplace competencies.
- Students shall not be used as substitutes for licensed security personnel.
- Students shall not perform regulated security functions unless legally permitted and appropriately trained.
- The Service Provider shall provide evidence of placement, supervision and participation when requested by the College.

## 21. Continuous Security Review

The security environment shall be reviewed periodically and following significant incidents, changes in operations, construction projects, changes in site use or other material changes in risk. The Service Provider shall recommend appropriate adjustments to guarding, technology, patrols, monitoring and response. Any material change to the approved security model shall require College approval and shall be managed through the applicable contract-management process.

## 22. Incident Management and Reporting

- Maintain an incident register for all material security incidents.

- Report serious incidents immediately to designated College officials.
- Provide formal incident reports with time, location, persons involved, actions taken, evidence and recommendations.
- Preserve relevant CCTV footage, access records, alarm records and other evidence in accordance with approved procedures.
- Provide monthly trend analysis and recommendations for recurring security risks.

### 23. Minimum Service Provider Capability

- Demonstrable experience in integrated security services involving physical guarding and electronic security systems.
- Capacity to conduct multi-site security risk assessments.
- Technical capability to design, install, integrate and maintain CCTV, alarm and access-control systems.
- Capacity to provide monitoring and response services.
- Appropriately qualified and licensed personnel.
- Project management capacity for simultaneous work across geographically dispersed facilities.
- Financial, operational and technical capacity to sustain the service for the contract period.
- Ability to provide asset management, documentation, training and technical support.

### 24. Technical Evaluation Framework – 100 Points

| Criterion | Weight |
|---|---|
| Understanding of integrated security requirements and methodology | 09 |
| Security risk assessment methodology and risk-based security model | 09 |
| CCTV surveillance solution and analytics | 15 |
| Access control, visitor and vehicle management | 10 |
| Alarm, intrusion, duress and response solution | 10 |
| Control room, monitoring, communications and incident management | 10 |
| Implementation, project management, commissioning and handover | 10 |
| Maintenance, availability, cybersecurity and continuity | 05 |
| Relevant experience on comparable multi-site projects in the education sector. | 07 |
| Operational capacity, statutory compliance and emergency response | 15 |
| TOTAL | 100 |

A recommended minimum functionality threshold is 70 points out of 100, subject to the College's approved procurement policy and final tender conditions.

## 25. Tender Pricing Structure

Bidders shall provide transparent pricing that distinguishes once-off implementation costs from recurring operational costs. Technology quantities that depend on the approved site assessments shall be priced using firm unit rates, with the basis of measurement clearly stated.

| Schedule | Description | Pricing basis |
|---|---|---|
| A | Security risk and site assessments | Lump sum per site/total |
| B | CCTV equipment | Unit rate by equipment type |
| C | VMS/NVR/server/storage | Unit/lump sum |
| D | Network, fibre, PoE and communications | Unit/lump sum |
| E | UPS and backup power | Unit rate |
| F | Alarm/intrusion equipment | Unit rate |
| G | Access-control equipment | Unit rate per door/gate/point |
| H | Visitor management | System/user/device rate |
| I | Vehicle control/ANPR/barriers/intercom | Unit rate |
| J | Control-room equipment and fit-out | Lump sum/unit |
| K | Installation, configuration and commissioning | Lump sum/site or itemised |
| L | Electrical/civil/security infrastructure works | Schedule/unit rates |
| M | Security personnel | Monthly rate by category/shift |
| N | Monitoring/control-room services | Monthly rate |
| O | Response services | Monthly/site rate |
| P | Maintenance and technical support | Monthly rate |
| Q | Licences/subscriptions | Annual/monthly rate |
| R | Training | Per session/user or lump sum |
| S | Other approved security services | Unit/lump sum |

- All equipment pricing shall include all components necessary for a complete operational system unless separately identified.
- Recurring licences and subscriptions must state validity period and renewal cost.
- All assumptions must be clearly stated.
- No critical system dependency may be omitted from the pricing.
- Where quantities are assessment-dependent, unit rates shall remain valid for the applicable tender/contract period as specified in the pricing schedule.

## 26. Mandatory Technical Returnables

- Technical proposal and methodology.
- Security risk assessment methodology and sample assessment format.
- Proposed methodology for determining the establishment of physical security.
- Integrated technology architecture and system integration diagram.

- Manufacturer data sheets for proposed critical equipment.
- Indicative CCTV, alarm, access-control and control-room schedules.
- Implementation and mobilisation programme.
- Maintenance and technical support plan.
- Cybersecurity and information-security plan.
- Incident response and escalation plan.
- Training and work-based learning plans.
- Asset ownership and handover methodology.
- Detailed pricing schedules and assumptions.
- Comparable project references and supporting evidence.

## 27. Mobilisation and Commencement

- The Service Provider shall prepare a mobilisation programme approved by the College.
- Security services shall commence without an unacceptable interruption to protection of College facilities.
- Technology implementation shall be phased where necessary to maintain operational security.
- Where a technology installation affects a security function, an approved compensating control shall be implemented before that function is disrupted.
- All commissioned technology shall be tested and accepted before being relied upon as a critical security control.
- The operational security model shall be reviewed after mobilisation and following initial implementation.

## 28. Health, Safety, Environmental and Legal Compliance

- Comply with applicable South African legislation, regulations, standards and College policies relevant to the services.
- Comply with occupational health and safety requirements during all installations and maintenance activities.
- Use competent and appropriately qualified personnel for regulated technical work.
- Maintain safe working practices at operational campuses.
- Protect students, staff, visitors and College property during installation and maintenance.
- Dispose of redundant equipment and installation waste responsibly.

## 29. Insurance, Liability and Risk

The Service Provider shall maintain appropriate insurance cover and accept responsibility for risks arising from its performance of the contract, subject to the final conditions of tender and

contract. The tender shall specify the minimum required public liability and other insurance levels approved by the College.

## 30. Confidentiality and Information Security

- Treat College security information as confidential.
- Restrict access to CCTV, alarms, access-control data and other security information to authorised persons.
- Protect system credentials and administrative access.
- Notify the College promptly of suspected security or information breaches.
- Ensure subcontractors and personnel comply with confidentiality and information-security requirements.
- Return or securely transfer College information and system information at contract close-out.

## 31. Contract Management and Reporting

| Report | Minimum content | Frequency |
|---|---|---|
| Daily/operational logs | Incidents, alarms, patrols, faults and significant events | Daily |
| Incident reports | Details, response, evidence and corrective action | As required |
| Maintenance report | Preventive/corrective work, outstanding faults and system health | Monthly |
| Security performance report | KPI performance, staffing, incidents, trends and recommendations | Monthly |
| Technology health report | CCTV, alarms, access control, recording, network and power status | Monthly |
| Management review | Risk changes, improvement plan and strategic recommendations | Quarterly |
| Asset register | Installed assets, condition, location and warranty status | Updated continuously / reviewed quarterly |

## 32. Acceptance Criteria

- All mandatory assessments completed and approved.
- Site-specific security risk profiles and treatment plans accepted.
- Approved integrated security design completed.
- Approved physical security personnel model established.
- All required technology installed, configured, integrated and tested.
- Critical monitoring, recording, alarm and access functions demonstrated.
- Required documentation, warranties, licences and configuration records handed over.
- Asset register completed and verified.

- Designated College personnel trained.
- Operational service commenced in accordance with the approved implementation plan.
- Formal College acceptance issued for each completed implementation phase/site.

## 33. Contract Duration

The proposed contract period is thirty-six (36) months, subject to the College's procurement process, approval and final tender conditions.

## 34. Final Requirement

The appointed Service Provider shall provide a complete, integrated and professionally managed security solution for Coastal KZN TVET College. The solution shall be founded on documented risk assessment, site-specific requirements and continuous review. The Service Provider shall be responsible for the assessment, design, supply, installation, integration, commissioning, operation, monitoring, response, maintenance and technical support of the approved security solution. The identified risks and operational requirements shall determine the establishment of physical security and the deployment of technology and shall remain subject to College approval.

The Service Provider shall ensure that the security solution remains effective, sustainable, auditable and adaptable throughout the contract period, while all permanent equipment and infrastructure procured and installed for the College remains the property of Coastal KZN TVET College.

## SECTION A3

### Stage 1: Mandatory Returnable Documents Checklist

Bidders must submit all requested documents and proofs listed below. The returnable documents must be submitted in a folder, strictly organized with a corresponding index matching the layout of this schedule. Bidders must also provide a minimum of two (2) soft copies of the returnable files with their bid submission.
All certificates, copies, and letters must be fully certified and valid as at the Bid closure date. Failure to meet any single mandatory requirement below will result in immediate disqualification and invalidation of the entire bid.

| No. | Mandatory Pre-Qualification / Returnable Document Requirement | Comply | Do NOT Comply |
|---|---|---|---|
| 1 | **Proof of Higher Education Institution Experience**<br>Submit 3 reference letters from Higher Education institutions verifying a minimum of three (3) years proven security operational experience. | | |
| 2 | **New PSIRA Registration Certificate**<br>Submit a valid, current PSIRA Company Registration Certificate. This must be in line with the PSIRA industry circular dated 10 March 2015. | | |
| 3 | **PSIRA Letter of Good Standing**<br>Submit a valid Letter of Good Standing issued by PSIRA. This correspondence must be valid on the exact date of the Bid closure. | | |
| 4 | **PSIRA Officer Listing (Company Size)**<br>Submit valid proof of the company's PSIRA officer listing demonstrating a minimum capacity of eighty (80) registered security officers under the Principal Bidder. | | |
| 5 | **Public Liability Insurance Cover**<br>Submit proof of a valid Public Liability Insurance Policy, or a formal signed undertaking from a registered Insurer to provide the Bidder with relevant contract-specific cover for a minimum amount of R15 000 000.00 (Fifteen million rand) | | |
| 6 | **COIDA Letter of Good Standing**<br>Submit a valid, current Letter of Good Standing issued by the Compensation Commissioner (Compensation for Occupational Injuries and Diseases Act). | | |
| 7 | **Provident Fund Registration**<br>Submit a valid Letter of Registration Confirmation from an accredited Security Sector Provident Fund. | | |

| No. | Mandatory Pre-Qualification / Returnable Document Requirement | Comply | Do NOT Comply |
|---|---|---|---|
| 8 | **Director/Owner PSIRA Grading**<br>Submit certified evidence proving that the Company Owners and Directors hold a minimum of PSIRA Grade B registration status. | | |
| 9 | **Certified B-BBEE Certificate**<br>Submit a valid, certified copy of the company's B-BBEE Status Level Verification Certificate or sworn affidavit. | | |
| 10 | **Company Firearm Licences**<br>Submit fully certified copies of valid Company Firearm Licences registered to the bidding entity. | | |
| 11 | **Banking Rating & Status**<br>Submit a formal Bank Rating Letter indicating a **Rating of A, B, or C** from the company's financial institution, alongside three (3) months of consecutive bank statements. | | |
| 12 | **CIPC** registration documents<br>The bidder must submit the CIPC registration documents | | |
| 13 | **National Treasury CSD Registration**<br>Submit valid proof of active registration on the National Treasury Central Supplier Database (CSD Summary Report). | | |
| 14 | **ISO 9001:2015 Certification**<br>Submit a valid, certified copy of the company's ISO 9001:2015 or the latest Quality Management System Certificate. | | |
| 15 | **ICASA Certificate**<br>Submit a valid, certified copy of the company's ICASA (Independent Communications Authority of South Africa) license/certificate for radio/telecommunication infrastructure. | | |
| 16 | **SARS Tax Compliance Status**<br>Submit a valid and original SARS Tax Clearance Certificate, a SARS Tax Status PIN, or formal proof of application. No contract will be awarded if tax matters are not declared in order by SARS. | | |
| 17 | **Company Fleet certificates.**<br>Submit evidence of company fleets | | |

**Stage 2: Consolidated Functionality & Technical Evaluation Matrix**

Bidders who fail to achieve a minimum threshold of 70 points out of a total of 100 points will be disqualified. Furthermore, bidders who score less than 70% in each sub-category will not be considered for Phase 3 evaluation.

| Item | Functionality Criteria & Sub-Categories | Means of verification | Max Points | Points Scored |
|---|---|---|---|---|
| **1** | **Understanding of Integrated Security Requirements & Methodology** | **Detailed Proposal** | **09** | |
| | • **Systems Design & Integration**: Detailed methodology for the design, supply, installation, configuration, and integration of an IP-based CCTV cameras, access control, and alarm network. | | 3 | |
| | • **Control Room Operations**: Operational strategy for central control room monitoring, real-time video management, and secure system information routing. | | 3 | |
| | • **Compliance Alignment**: Quality management methodology aligned with ISO 9001:2015 standards and operational adherence to ICASA regulations. | | 3 | |
| **2** | **Security Risk Assessment Methodology & Risk-Based Security Model** | | **09** | |
| | • **Multi-Site Risk Assessment**: Methodology covering Crime/Threat Vulnerabilities, Asset Vulnerabilities, Access/Movement Risks, and Technology Gap Assessments. | | 3 | |
| | • **Deliverable Templates**: Provision of compliant Site Risk Profile and Risk Register templates matching the minimum considerations in paragraph 6 page 6. | | 3 | |
| | • **Resource Balancing Model**: Data-driven strategy for balancing physical guarding complements against deployed electronic technology to optimize campus security. | | 3 | |
| **3** | **CCTV Surveillance Solution & Analytics** | | **15** | |

| Item | Functionality Criteria & Sub-Categories | Means of verification | Max Points | Points Scored |
|---|---|---|---|---|
| | • **Hardware Specifications**: Technical design detailing 4MP minimum resolutions, low-light/IR capabilities, and IP66 outdoor vandal-resistant housings. | | 5 | |
| | • **VMS & Storage Lifecycle**: Video Management System (VMS) architecture proving a minimum 30-day baseline video retention and synchronized system times. | | 5 | |
| | • **Intelligent Analytics**: Deployment plan for intelligent edge analytics (including line crossing, intrusion detection, loitering, and vehicle tracking). | | 5 | |
| **4** | **Access Control, Visitor, and Vehicle Management** | | **10** | |
| | • **Pedestrian & Access Audits**: Controlled pedestrian access using biometric/card/QR structures, integrating with fire/emergency paths, and maintaining clear audit trails. | | 4 | |
| | • **Visitor & Contractor Registries**: Electronic visitor registration systems, contractor pre-authorisation/induction controls, and enhanced restricted area protocols. | | 3 | |
| | • **Vehicle Traffic Control**: Vehicle traffic management plans incorporating physical boom barriers, gate intercoms, and Automated Number Plate Recognition (ANPR). | | 3 | |
| **5** | **Alarm, Intrusion, Duress, and Response Solution** | | **10** | |
| | • **Intrusion Detection Footprint**: Equipment deployment designs for alarm panels, motion sensors, door contacts, and panic/duress buttons across critical asset rooms. | | 4 | |

| Item | Functionality Criteria & Sub-Categories | Means of verification | Max Points | Points Scored |
|---|---|---|---|---|
| | • **Auditable Tracking**: Control room integration structures ensuring immediate alarm logging, auditable acknowledgment trails, and prioritized escalations. | | 3 | |
| | • **Rapid Response Framework**: Rapid response capabilities detailing coordination protocols with SAPS, local emergency services, and strict SLA timeline targets. | | 3 | |
| **6** | **Control Room, Monitoring, Communications, and Incident Management** | | **10** | |
| | • **Electronic Resources & Systems**: Provision of comprehensive monitoring and maintenance plans for electronic security systems covering Access Control, Alarms, CCTV systems, Reporting systems , and a Guard track/patrol system. | | 4 | |
| | • **Incident Reporting Lifecycle**: Management protocols mapping out daily operational logs, immediate serious incident alerts, and formal 24-hour reporting with evidence preservation. | | 3 | |
| | • **Continuous Performance Optimization**: Implementation plans for monthly data-driven trend analysis frameworks and quarterly management review methodologies. | | 3 | |
| **7** | **Implementation, Project Management, Commissioning, and Handover** | **Detailed Proposal** | **10** | |
| | • **Phased Mobilisation**: Detailed mobilization programmes covering phased implementation rollouts, site transition management, and active compensating controls during deployment. | | 4 | |

| Item | Functionality Criteria & Sub-Categories | Means of verification | Max Points | Points Scored |
|---|---|---|---|---|
| | • **Testing & Commissioning**: Documented User Acceptance Testing (UAT) models, functional failover testing, and formal site commissioning workflows. | | 3 | |
| | • **Lifecycle Asset Management**: Comprehensive asset management plans matching paragraph 16 page 10 requirements, detailing asset tracking tags, continuous register updates, and formal close-out handover. | | 3 | |
| **8** | **Maintenance, Availability, Cybersecurity, and Continuity** | | **5** | |
| | • **System Maintenance & Spares**: Preventive and corrective maintenance schedules ensuring ≥99% system uptime, priority fault restorations (within 24 hours), and critical spares logistics. | | 3 | |
| | • **Cybersecurity Protocols**: Information-security plans demonstrating role-based system access, secure configuration standards, data encryption, and firmware patch controls. | | 2 | |
| **9** | **Relevant Experience on Comparable Multi-Site Projects in the Education Sector** | **Company Profile** | **7** | |
| | • **Company Profile & History**: Provision of a detailed company profile outlining corporate history, years in business, office locations, and operational arrangements for personnel and on-site management. | | 2 | |
| | • **Reference Letters & Sector Experience**: Proven corporate track record delivering simultaneous, multi-site integrated security solutions within public or educational sectors. Provision of 5 (five) recent, valid reference letters alongside proof of a minimum of 3 years' practical security experience specifically within educational environment. | Reference letters | 5 | |

| Item | Functionality Criteria & Sub-Categories | Means of verification | Max Points | Points Scored |
|---|---|---|---|---|
| **10** | **Operational Capacity, Statutory Compliance, Emergency Response and Financial Capacity** | | **15** | |
| | • **Project Management Team**: Submission of an expert project team structure accompanied by detailed CVs for the Operational Director/Manager, Health & Safety Officer (or equivalent), and Operations/Site Supervisor(s). | CV's and qualifications | 2 | |
| | • **Tactical Emergency Contingencies**:<br>Detailed risk assessment plans and contingency plans addressing Strike Action/Riots, Crowd Control, Tactical Response, Weapon Control, and Offsite technology monitoring. | Detailed Proposal | 1 | |
| | • **Guarding Operations Capacity**: Evidence of handling guarding operations from inception to closure alongside emergency preparedness/response procedures. | Detailed Proposal | 1 | |
| | • **Work-Based Learning Plan**: A compliant, structured Student Capacitation plan detailing supervised placement opportunities for a minimum of two (2) college students per relevant trade (Electrical, Mechanical, Building Trades). | Detailed Proposal | 1 | |

| | | | | |
|---|---|---|---|---|
| | **Financial Capacity.**<br>• Submission of valid proof of financial capacity issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business<br>• Non-submission of proof of duly completed and signed financial capacity in accordance with the law (0)<br>• Submission of a valid letter from financial institution to the monetary value between **R50 000.00 and R250 000.00** issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business to the value between **R50 000.00** and **R250 000.00**. (3)<br>---<br>• Valid letter from financial institution to the monetary value between **R250 001.00 and R500 000.00** issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business to the monetary value of between **R250 001.00 and R500 000.00**. (5)<br>---<br>Valid letter from financial institution to the monetary value between **R500 001.00 and above** issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business to the monetary value between **R500 001.00** and above (15) | Bank Statement | 10 | |

| Item | Functionality Criteria & Sub-Categories | Means of verification | Max Points | Points Scored |
|---|---|---|---|---|
| | | | | |
| | **TOTAL SCORE** | | **100** | |

## SECTION B

## SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

## SPECIAL CONDITIONS OF CONTRACT

**General Notes**

- The purpose of this Special Condition of Contract (SCC) is to:
- Draw special attention to certain special conditions applicable to Bids, Contracts, Agreements and Orders of the Coastal KZN TVET College; and
- To ensure that all bidders are familiar with the special provisions, requirements and conditions that will be applicable in the undertaking of the tender and which will form part of the contract documentation and of which due cognizance must be taken in the bidding process.
- In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.
- Whenever there is a conflict between the GCC and the SCC, the provision in the SCC shall prevail.
- This bid shall be subjected to subcontracting a minimum of 30% of the total contract value by the successful Bidder, subcontracting to designated group.

### 1. Bid Submission

- Bidders must submit bids by hand: 50051 Mfundi Mngadi Drive, Kwa-Makhutha
- Closing date: **19 November 2026**
- Closing time: 11H00

### 2. Validity of Bids

- The validity of this Bid is 180 days.

### 3. Two – stage Bidding

- Bidders who attain a score of less than **70%** on phase 1 of functionally will be automatically disqualified.
- Bidders are requested to submit their tender documents and service level agreements in separate envelopes.
- **One original copy and three (3) soft copies of the tender document in USB disk must be submitted.**
- Bidders who have been found guilty of unprofessional conduct by any supervisory or regulatory body (CSD, National Treasury) and criminal offence by any court of law will be disqualified.

- The Coastal KZN TVET College reserves the right to carry out a due diligence exercise on bidders including but not limited to a presentation.
- The College has the prerogative to award the bid in whole or in part.

**4. Late Bids**

- Bids received after time stipulated will not be considered. Late bids will be posted back to the bidder un-opened

**5. Clarification of Alterations of Bids**

- Bidders will not be requested or permitted to alter their bids after the deadline of receipt of bids.
- Requests for clarification needed to evaluate bids and the bidder's responses should be made in writing.

**6. Completeness of Documentations**

- It will be ascertained whether bids:
- Are properly completed and duly signed.
- Where applicable, are stamped at the pre-tender briefing meeting with a site visit stamp.
- Are substantially responsive to the bidding documents.
- Include valid original tax clearance certificate and all other requested relevant legal documents.
- Are generally in order.
- If a bid is not substantially responsive it will not be considered further.
- A bid will be deemed not substantially responsive if, but not limited to;
- It does not respond to the tender requirements.
- It contains materials deviations from or reservation to the terms, conditions and specification in the bidding document the bidder will not be permitted to correct or withdraw material deviations or reservations once bids have been opened.

**7. Rejection of all Bids**

- Coastal KZN TVET College reserves the right to reject all bids if deemed necessary. This is justified when there is a lack of effective competition, or bids are not substantially responsive.

## 8. Payment Conditions

- Coastal KZN TVET College undertakes to pay the Service Provider amounts due and payable monthly according to the rates provided for in the agreement;
- Such amounts must be claimed using a detailed Tax invoice set out as per the specifications (College Sample;
- The invoice must be certified as correct by the Security Supervisor of Coastal KZN TVET College; which invoice shall be payable within 30 days after receipt by the College;
- The College reserves the right to withhold payment of services or portion thereof as the College Management may see fit until all contractual obligations imposed upon the Service Provider in this agreement have been fulfilled.
- Payment will only be made to the appointed Service Provider. The Coastal KZN TVET College supports a rule of no work no pay. Prospective bidders are encouraged to apply this requirement where possible. A successful trace means where all the necessary documents to effects have been received.

**PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU – NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.**

- Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- Under no circumstances whatsoever may the bid forms be retyped or redrafted.
- No photocopies of the original bid documentation may be used.
- The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- Bids submitted must be complete in all respects.
- Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
- **Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.**
- All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids.
- A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.

- No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, **and proof of posting will not be accepted as proof of delivery.**
- No bid submitted by telefax, telegraphic or other electronic means will be considered.
- **Any alteration made by the bidder must be initialled.**
- **Use of pencil and correcting fluid is prohibited.**
- All consortia/joint ventures must submit individual company valid and original Tax Clearance Certificates and each company must be registered on the Central Suppliers Database. (Where required, individual company profiles must be included).
- If a compulsory briefing session is held, the bid document must be stamped and signed at the session. Failure to comply will render the bid disqualified at the time of closure of the bid.

  Coastal KZN TVET College is not bound to accept any of the proposals submitted and reserves the right to cancel the bid at any time and to call for the best and final offers from shortlisted bidders before final selection.

- Coastal KZN TVET College reserves the right to call for presentations/interviews with shortlisted bidders before final selection

**9. Special requirements:**

**Tax Clearance Certificate**

- The service provider must attach a current Tax Clearance Certificate or Pin.

**BBBEE Accreditation**

- The service provider must have a B-BEE rating or a B-BEE affidavit that must be submitted with the bid.

**PSIRA**

- The service provider must be registered with PSIRA and must attach proof of such registration and good standing with PSIRA.

**Workmen's Compensation Good Standing**

- The service provider must attach a letter of good standing from the Workmen's Compensation

**Firm Pricing**

- Only firm prices will be accepted.

- The bidders can factor escalation using the CPI & PSIRA rates for the second and third year of the contract.
- Pricing must be done per Cluster. Must quote in accordance with direct costing of PSIRA

  Rates and to standardise the bidders must use Tables as area 1 & 2 for all sites. **Bidders must make adequate provision for campuses that fall outside Area 1 & 2 (As Salaam, Appelsbosch, Ubuhlebogu)**

## 10. Safety

- Compliance to OHS Act (ACT 85 of 1993) inclusive of the latest amendments. In the event of non-compliance with the requirements and provisions the service provider who fails to rectify the matter within a period as prescribed by the Safety Officer or any authorized officer of the College, Coastal TVET College may on its discretion:
- Take necessary steps to ensure the compliance with the Act and may then recover costs thereof, by legal action if necessary, from the contractor; or
- Cancel the relevant agreement and claim damages from the service provider.
- The service provider shall have specialized crowd control and risk management capacity and will be expected to submit a strike action plan upon his/her appointment as the college security service provider. Costs to be included in the tender price (Firm pricing)
- Firearm licences must be registered in the Company's Name.

## 11. Termination

- In the event of failure to perform duties as per the contract and service level agreement regardless of the reasons, the college management reserves the right to cancel the contract for any breach of the condition thereof, without the contractor being entitled to claim any compensation or damage in respect of such cancellation.
- A one month written notice will be given regarding the termination of the contract.
- Where the contractor breaches any of the terms of this agreement and remains on such a breach, 14 days after notice from the college to rectify such a breach. Then the College may at its discretion cancel this agreement, without prejudice to any of its other rights including its right to claim damages or sue for specific performance and damages.

## 12. Public Liability Insurance

- The service Provider shall indemnify the college and its employees against any claim for death, injury, damage or loss (including consequential loss) to any person or property whatsoever, which may arise out of or in consequence of maintaining security at all delivery sites.
- The service provider must have Public Liability Cover and must produce a copy of certificate.

## 13. Conduct

- The Service Provider must ensure that his/her employees conduct themselves in an orderly and professional manner, so as not to disturb or infringe upon any employees, staff or students stationed at or learning at, any of the delivery sites.
- The rule of no fraternization shall apply for the security personnel and the staff, students or any personnel of the College.
- Security personnel must be neatly attired in their official uniform and for clear identification must wear name badge and light colour vests always.
- The Service Provider must also ensure that his/her employees conform with and respect any cleaning measures and safety precautions imposed by the College.
- Should any employee of the service provider in the opinion of the College Management be unsatisfactory either in the exercise of his/her duties or in his/her general behaviour or demeanour, then provided that the service provider has been advised in writing by the Principal, Campus Management or his delegate on at least 2 previous occasions of the nature of complaint against the employee concerned;
- Then the Principal, Campus Manager shall be entitled to call up the service provider to remove the employee from the College not later than 30 days after the giving of such notice;
- In case of serious misconduct, the Principal, Campus Manager or his delegate may call upon the service provider to remove an employee forthwith without the necessity of giving the warning referred to above.

  "Serious warning" shall for this clause mean conduct or alleged conduct that amounts to criminal behaviour and in respect of which a charge has been laid with the South African Police Services.

## 14. Responsibilities

- The Services Provider is deemed to be experts in the activities covered by this contract and shall been expected to comply strictly with the specifications. No amendments to the specifications shall be allowed on the basis that the service provider was unaware of the scope of the specification at the tender stage.
- The service provider shall ensure that all services are rendered to the entire satisfaction of the College.
- The Council, Management or and the Department of Higher Education and Training may in its sole discretion close the College in which case the rendering of services at the College cease as from date of closure. The service provider shall be given at least 14 days' notice of such closure. The contract price shall be reduced by the deduction of the Pro Rata Contract Price in respect of each delivery site/s that is closed.
- Industrial action shall not absolve the service provider from his/her obligations in terms of this contract and he/she shall do all things necessary to render the services in term of this agreement. The words "industrial action" in this context shall include strikes, go-slows, sit-ins, protests or any other form of action by the labour force or the union that is

directed at the service provider as the employer, which disrupts the performance of this agreement.

- If the service provider is prevented from performing his obligations by any form of industrial action by his/her labour force, then the service provider shall be obligated to by any possible means resolve such disputes as soon as possible.
- Where the service provider is unable to provide full services due to industrial action, the College Management shall be informed without delay of the alternative plans the service provider will use to fulfil his/her contractual obligations. The College Management reserves the right to accept or reject such plan and if accepted, such plan does not remove the service provider's responsibility to resolve the industrial action as a matter of priority.
- Should the industrial action persist for longer than one month, Coastal KZN TVET College may cancel the contract and in which case the service provider shall refund the College of all costs incurred by the College with respect to substitute arrangement.
- The service provider undertakes to respond to any written communication addressed to him/her within 14 days or such other period as the College may determine, furnishing such information as may, at the discretion of Coastal KZN TVET College, be regarded as a breach of contract.
- The Service Provider undertakes to ensure that his employees are medically fit for their duties. He/she (service provider) shall provide his employees with suitable protective clothing and ensure that they are well trained to perform their duties.
- The service provider shall provide each delivery site with a person to be charged with the responsibility of liaising with the Principal, Campus Manager or his/her delegates and such person must be capable of adequately supervising the security personnel;
- The above-mentioned person shall be authorized to attest by signature or the making of his mark to services not rendered or not rendered according to this agreement.
- The Service Provider shall ensure that the full quota of staff as allocated in the tender document is always present for day and night shifts at each delivery site.

- However, in the unforeseeable event that a staff member is absent and it is not due to the industrial action, the College Management will permit a maximum of two (2) days for the service provide to find a suitable replacement; provided the absence does not compromise the level of service delivery. The College will then request a credit note to correct the invoice in lieu of the days the staff member was absent.

  Failure to comply will result in breach of contract and may lead to cancellation of contract as per clause 5.7.

**15. Loss/Risk**

- The service provider shall provide and use all accessories, tools and equipment necessary for the execution of his/her duties and shall ensure that such accessories, tools and equipment are in good working order.

- The service provider's role and functions after a working day is to conduct checks by ensuring that all doors and windows are securely locked, all taps turned off and all lights, as indicated by the College Management and Staff. Alarms are activated in places where this is applicable.
- The service provider shall be responsible for the safe-keeping of all keys handed to him/her and he/she shall acknowledge receipt thereof in writing and such keys shall be returned to the Principal, Campus Manager or his delegate at the time of handing over or his/her delegate on termination of contract. In the event of any keys being lost by the service provider or by his/her delegate/employees, the locks for which such keys were used shall be replaced by the service provider at his/her own expense.
- Any theft of Coastal KZN TVET College resources, including but not limited to computers, printers, office equipment, workshop equipment and machinery, class room furniture, etc., which happen at the time when the service provider and his/her employee was responsible for guarding the College as per the agreement, and the service provider and or his/her employee is found to have been negligent in the performance of their duties; Coastal KZN TVET College in consultation with the service provider will submit a written list of items stolen and quotations to validate the costing including all damages sustained, in order for the service provider to make necessary reparation.

  Coastal KZN TVET College reserves the right to withhold payment until such reparation has been Made.

- The College shall pay all accounts for telephone, water and electricity used at the premises necessary for the rendition of any service used by the service provider in the execution of his/her duties. Telephone will be monitored for abuse and the provider will be expected to pay where any abuse is found.

## 16. Electronic Security Services

- To optimize security services, the College has installed alarm systems, access control (including biometric and surveillance systems), and other electronic security systems in our delivery sites.

  **The Service Provider will take over the monitoring function of all security systems on site.**

- The service provider must provide suitably trained personnel for access control systems management.
- The service provider must be able to provide suitable trained personnel for surveillance of CCTV cameras, maintenance and safekeeping of data from cameras and biometric systems.

**LIST OF COASTAL KZN TVET COLLEGE SITES**

**AS - SALAAM CAMPUS**
Road D691 off Ixopo Main Road, Braemar, P.O. Box 11811, Braemar, 4202. Tel: 039-971 1087, Fax 039-971 1712.

**DURBAN CAMPUS**
1 Jameson Crescent, Umbilo. Private Bag x01, Congella, 4013. Tel: 031-206 0616/7/8. Fax: 031-206 0945.

**TOOLING CENTRE OF EXCELLENCE on Durban site**
1 Jameson Crescent, Umbilo. Private Bag x01, Congella, 4013. Tel: 031-274 8441. Fax: 031-206 1921.

**SWINTON CAMPUS**
20 Swinton Road, Mobeni. P.O. Box 32050, Mobeni, 4065. Tel: 031-462 2333. Fax: 031-462 3230

**ENTERPRISE DEVELOPMENT UNIT on Swinton site**
20 Swinton Road, Mobeni. P.O. Box 32050, Mobeni, 4065. Tel: 031-462 2333. Fax: 031-462 3230

**UMBUMBULU CAMPUS**
50051 Old Main Road, kwaMakhutha. P.O. Box 1795, Amanzimtoti, 4126. Tel: 031-905 7200. Fax: 031-905 1472.

**CENTRAL ADMIN OFFICE**
50051 Old Main Road, kwaMakhuta. P.O. Box 1795, Amanzimtoti, 4126. Tel: 031-905 7200. Fax: 031-905 1472.

**UMLAZI –BB CAMPUS**
BB1258 Nandi Road, Umlazi. Private Bag x20003, Amanzimtoti, 4126. Tel. 031-909 3800/3811.
Fax: 031-909 4944.

**UMLAZI – V CAMPUS**
V 1294 Spinal Road, Umlazi. Private Bag x04, Isipingo, 4110. Tel. 031-907 2666/2672. Fax: 031-907 2679.

**UBUHLE BOGU CAMPUS (KWAQIKO)**
P77 Mkhunya Road, KwaQiko. Tel: 039-971 9068. Fax: 039 971 9075.

**APPELSBOSCH CAMPUS**
Road D1621 Appelsbosch Hospital Road, Ozwatini. Tel: 032-294 8400.

**KZN OCCUPATIONAL SKILLS TRAINING AND TESTING CENTRE**
G32 Buthelezi Road, Mpumalanga Township, Hammarsdale. Tel: 031- 7711370. Fax: 031-771137.

**TRAINING Centre KwaMashu**
12 Linda Nzama Road.

## SECTION C

## REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

- In terms of the KwaZulu-Natal Procurement Regulations promulgated in terms of Section 47 of the KwaZulu-Natal Procurement Act, all suppliers of goods and services to the College of KwaZulu-Natal are required to register on the Central Suppliers Database.
- If you wish to apply for registration, service providers must access the website on http://www.csd.gov.za and complete an online registration process for further information the CSD contact National Treasury for further clarity on the process at csd@treasury.gov.za or 012 406 9222.
- If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the College may, without prejudice to any other legal rights or remedies it may have:
- De-register the supplier from the Database,
- Cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.

- Application for registration must be submitted online. **IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.**

## SECTION D

## DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

.....

WHO REPRESENTS (state name of bidder)

.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED BASED ON THIS BID.

.....

**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....

## SECTION E

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state[1], or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where -

The bidder is employed by the state; and/or

The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

**2. To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder[2]): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

[1] "State" means–

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.

[2]" Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES/NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution .....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES/NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES/NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors /trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES/NO**

2.8.1 If so, furnish particulars:

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?
**YES/NO**

2.10.1 If so, furnish particulars**.**

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether they are bidding for this contract?
**YES/NO**

2.11.1 If so, furnish particulars:

.....
.....
.....

**3. Full details of directors / trustees / members / shareholders.**

| **Full Name** | **Identity Number** | **Personal Tax Reference Number** | **State Employee Number / Persal Number** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## 4. DECLARATION

I, THE UNDERSIGNED (FULL NAMES & SURNAME) .....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

| | |
|---|---|
| ..... | ..... |
| Signature | Date |
| ..... | ..... |
| Position | Name of bidder |

## SECTION F

## SUMMARY FOR BID OPENING PURPOSES ONLY

(To be completed by Bidder)

**BID NUMBER: SS CKZN 01/2026**

- BID PRICE INCLUDING VAT: R .....
- AMOUNT IN WORDS: .....

  .....
- TIME FOR COMPLETION/DELIVERY: **3 Years (36 months)**

| ***IMPORTANT*** |
| --- |
| **Mark appropriate block with "X"** |

- HAVE ANY ALTERATIONS BEEN MADE?
  YES/NO
- HAS AN ALTERNATIVE BID BEEN SUBMITTED? YES/ NO
- ***IF APPLICABLE*****:** DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE
  INSPECTION?
  YES/ NO

| **NAME OF COMPANY** | **SIGNATURE:** | **DATE:** |
| --- | --- | --- |
| | | |

## SECTION G

## OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

**Note: There will not be any official Briefing Session for this bid**

## SECTION H

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of a bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. To meet this requirement, bidders are required to complete in full the attached form TCC 002 "Application for a Tax Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval. Copies of TCC 002 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

3. The original Tax Clearance Certificate / PIN must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4. In bids where Consortia/Joint Ventures/Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate.

5. Applications for the Tax Clearance Certificates may also be made via eFiling. To use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

## SECTION I

## AUTHORITY TO SIGN A BID

### 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 relating to 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 (PRINT FULL NAMES).....(whose signature appears below) has been duly authorised to sign all documents relating to this bid on behalf of

(Name of Company)

**IN HIS/HER CAPACITY AS**:

**SIGNED ON BEHALF OF COMPANY**:
(PRINT FULL NAMES)

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

**WITNESSES:** 1…….

2……

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

I, the undersigned (PRINT FULL NAMES) .....hereby confirm that I am the sole owner of the

business trading as:…….

**SIGNATURE:…….** **DATE……..**

## C. PARTNERSHIP

The following 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 (PRINT FULL NAMES) .....to sign this bid as well as any contract resulting from the bid and any other documents and correspondence relating to this bid and /or contract on behalf of: .....

| **SIGNATURE** | **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/Ms (FULL NAMES) .....,
whose signature appears below, has been authorised to sign all documents relating to this bid.

on behalf of (Name of Close Corporation)

**SIGNED ON BEHALF OF CLOSE CORPORATION**:

.....(FULL NAMES)

**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 authorizing 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/Ms. (FULL NAMES) ....., whose signature appears below, has been authorised to sign all documents relating to this bid on behalf of (Name of co-operative)

**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 authorized representatives of the enterprises, authorizing 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 relating to 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.

A joint-venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate. The non-submission of a consolidated BBBEE Certificate by a company will result in preference points not being allocated to such company.

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

By resolution/agreement passed/reached by the joint venture partners on .....20.....

Mr/Ms....., Mr/Ms.....

Mr/Ms....., Mr/Ms.....

(whose signatures appear below) have been authorised to sign all documents relating to this bid on behalf of:

(Name of Joint venture)

**IN HIS/HER CAPACITY AS:**

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

(FULL NAMES):……

**SIGNATURE :…….**

**DATE :……**

**IN HIS/HER CAPACITY AS:**

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

(FULL NAMES):…….

**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.....**

## G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing 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 relating to 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.

A consortium must obtain and submit a consolidated B-BBEE Status Level Verification Certificate. The non-submission of a consolidated BBBEE Certificate by a company will result in preference points not being allocated to such company.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on .....20.....

Mr/Ms.....Mr/Ms.....

(whose signature appears below) has been authorised to sign all documents relating to this bid on behalf of:
Name of Joint venture)

**IN HIS/HER CAPACITY AS:**

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

## SECTION J

## CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Coastal KZN TVET College (hereinafter called "the College") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

2. I/we agree that:

   (a) The offer herein shall remain binding upon me and open for acceptance by the College during the validity period indicated and calculated from the closing time of the bid;
   (b) This bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999.
   (c) If I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the College may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered between me and the College. I/we will then pay to the College any additional expenses incurred by the College having either to accept any less favourable bid or, if fresh bids must be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The College shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the College may sustain by reason of my default;
   (d) The law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address):

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.

4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.

- I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me because of such action.

- I/we firm confirm that I/we have declared all and any interest that I or any persons related to my business has regarding this bid or any related bids by completion of the Declaration of Interest Section.
- **CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

  I/WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

  (1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the College, if requested to do so.

  (2) If the information supplied is found to be incorrect and/or false then the College, in addition to any remedies it may have, may: -

  - Recover from the contractor all costs, losses or damages incurred or sustained by the College because of the award of the contract, and/or
  - Cancel the contract and claim any damages which the College may suffer by having to make less favourable arrangements after such cancellation.

**SIGNED ON THIS** .....**DAY OF**.....**20**.....**AT** …..

**SIGNATURE OF BIDDER OR DULY.....NAME IN BLOCK LETTERS AUTHORISED REPRESENTATIVE**

**ON BEHALF OF (BIDDER'S NAME):**

**CAPACITY OF SIGNATORY**: ……..

**NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)**

……

**POSTAL ADDRESS**

…….

……..

**TELEPHONE NUMBER**: ……..

**FAX NUMBER**: …….

**CELLULAR PHONE NUMBER**:…….

**E-MAIL ADDRESS**: ……

## SECTION K

## SPECIAL CONDITIONS OF CONTRACT

### SECTION 1: DEFINITION OF TERMS

**SERVICE**

Provision of Security Services at Coastal KZN TVET College.

**CONTRACTOR**

The person or persons, partnership, close corporation, firm or company, whose bid for this service was accepted.

**AGREEMENT**

This comprises the agreement signed by parties, the conditions of bid, the bid and the specifications.

**AGREEMENT PERIOD**

The period during which the service is to be rendered and originally determined in the agreement, or as amended, extended or renewed in accordance with stipulations of the agreement.

**PARTIES**

The parties to this contract are The Principal of Coastal KZN TVET College and the successful Bidder.

**DEPARTMENT**

Coastal KZN TVET College

**CURTAILMENT OF SERVICE** The College reserves the right to withdraw from the service any parts of the contract, with one month's written notification to the contractor. In a case such as this, the contract sum will be adjusted pro rata from the date of withdrawal.

### SECTION 2: INTRODUCTION AND RELEVANT INFORMATION

- This bid is invited and will be awarded and administered in terms of the following:
  - Coastal KZN TVET College SCM Policy as approved 27 October 2017

  **Section 217 of the Constitution,**

  - The PFMA and its Regulations in general,
  - The Preferential Procurement Policy Framework Act, and Regulations,
  - National Treasury guidelines, and
  - Provincial Treasury Supply Chain Management Practice Notes and guidelines.

**REQUIRED COMPULSORY INFORMATION**

**The bidder shall ensure that all the required information is furnished; viz: -**

- Declaration that information on Central Supplier Database is correct and up to date (SECTION D).
- Declaration of interest (SECTION E).
- Compulsory Briefing Session (SECTION G).
- Tax Clearance Certificate Requirements (SECTION H).
- Authority to sign a Bid (SECTION I).
- Conditions of Bid (SECTION J).
- The original Tax Clearance Certificate(s) (and not a copy thereof) must be submitted together with the bid document.
- Each party to a Consortium/Group of sub-contractors must obtain separate Tax Clearance Certificate(s) **and** be registered on the Suppliers Database.
- A valid original or certified copy of **B-BBEE** Status Level Verification Certificate must be submitted with the proposal.
- A valid letter of Good Standing issued PSIRA (certified).
- Certified PSIRA registration certificates for company and its directors
- Certified copy of Good standing with Compensation Commissioner

**NOTE: Failure to submit the required information will invalidate the entire proposal**

## SPECIAL CONDITIONS OF THE CONTRACT

## AMENDMENT OF CONTRACT

Any amendment to or renunciation of the provisions of the contract shall always be done in writing and shall be signed by both parties' subject to the Legal Services screening the amendment before it is signed.

## BID PRICING

- Bid prices reflected, will be taken as **FIRM.**

## CHANGE OF ADDRESS

Bidders must advise Coastal KZN TVET College should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

## COMMUNICATION

- All correspondence regarding this bid must be Emailed to:

**TECHNICAL –** Zamokwakhe.mbatha@coastalkzntvet.edu.za
**SCM –** Phineasnhlakanipho.khanyile@coastalkzntvet.edu.za

## PHYSICAL ADDRESS

COASTAL KZN TVET COLLEGE
50051 MFUNDI MNGADI DRIVE
KWA-MAKUTHA

## COMPLETION OF SPECIFICATION

- Where specifications are designed in such a way that responses would be required from bidders, these forms must be completed and submitted as part of the bid document.

## COMPLETENESS OF BID

- Bids will only be considered if correctly completed and accompanied by all relevant certificates and other necessary applicable information.

## CONDITIONS OF BID

- The successful Contractor must be able to assume duty on the date stipulated in the letter of acceptance.
- No bid received by telegram, telex, or facsimile will be considered.
- It shall be noted that the Coastal KZN TVET College under no obligation to accept the lowest bid ie price is not the sole determining factor for appointment.
- The college reserves the right to discontinue, cancel, or not finalise this tender process should circumstances so require.

- The offer shall be made strictly according to the specification. No alternative offers will be considered.
    - Bidders must provide the following about themselves as part of the bid:

1. Where they have their Headquarters
2. Where they have their Regional Office.
3. Name, address and telephone number of bankers together with their bank account number.
4. The names, identity numbers and street addresses of all partners in cases where persons, a partnership, or a firm consists of a partnership.

    - In cases where a person or persons, a partnership, close corporation, firm or company enters business for the very first time, the following shall be provided:

1. By whom, or with whose assistance, was the business plan drafted?
2. By whom, or with whose assistance, were the bid prices calculated?
3. Whose advice is relied on?
4. Who will provide financial support?

    - A list of references must accompany this bid. References shall be submitted regarding similar agreements completed successfully or of projects which the bidder is engaged in.

**CONFIDENTIALITY**

The contractor's staff that encounters confidential information and documents may be required to sign confidentiality agreements to protect the College's information.

**CONTRACT PERIOD**

The contract period shall remain in force for a period of sixty months from award of purchase order and Service Level Agreement until the final service is completed.

WHERE A SERVICE PROVIDER IS CURRENTLY OCCUPYING A SITE AND CONTRACT IS EXPIRED, THE COLLEGE IS NOT COMPELLED TO INVITE THAT BIDDER. HOWEVER IT WILL BE IN THE BEST INTEREST OF THE COLLEGE TO INVITE THE BIDDER IN THE SPIRIT OF FAIR DISTRIBUTION OF WORK AND GOOD GOVERNANCE.

Bidders who failed to compensate their employees according to PSIRA RATES, their contract with the College could be cancelled.

Bidders to charge overheads in terms of PSIRA Regulation. Any non- compliance thereof will automatically be disregarded.

- Bidders who pass functionality criteria may be visited by the College for site due diligence. Where information is not realistic, the bidder could be disregarded.
- The Coastal KZN TVET College reserves the right to terminate the contract with any contractor should the contractor fail to fulfil his/her contractual obligations in terms of the contract.

## DETAILS OF CURRENT CONTRACTS HELD BY THE BIDDER

- The bidder must furnish the following details of all current contracts:

  (i) Date of commencement of contract/s;
  (ii) Expiry date/s;
  (iii) Value per contract; and
  (iv) Contract details. That is, with whom held, phone number and address/s of the company.

## EQUAL BIDS

- If two or more bids have equal total points, the successful bid will be the one scoring the highest number of preference points for specified goals. Should two or more bids be equal in all respects, the Adjudication shall be decided by the drawing of lots.

## EXECUTION CAPACITY

- The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract tendered for successfully. The bidder must supply references or state his/her experience as a company to undertake the contract. References of experience of owners/employees of new entities must accompany the bid document

## FINANCIAL CAPACITY

- Bidder must have the necessary capital resources to commence services should they be awarded this contract, for at least a period of Two (2) Months.
- No advance payments will be made to the service provider.
- Payments will be made monthly as per the College payment policies and procedures.

## GENERAL EVALUATION CRITERIA

- The Bid Evaluation Committee will assess offers and adhere to the following basic guidelines when evaluating.
- Whether all the required information called for in the bid document has been submitted by the bidder.
- Has the bidder supplied references or stated his/her experience as a Company to undertake the contract? References of experience must accompany the bid document.
- The financial standing of the bidder and ability to render a service may be examined before an award of bid take place.
- A certified or original BBBEE certificate must be submitted with the proposal.
- Documented reports received from an institution/s pertaining to past bad performance by a company who is tendering, may be taken into consideration.

- Did the bidder attend the site inspection?
- Will the bidder be able to successfully execute the contract?
- The 90/10 Point System will apply in the evaluation of this bid.

**INFORMATION REQUIRED FROM BIDDER**

- Bidders must provide the following about themselves as part of the bid:
  1. Where they have their Headquarters.
  2. Where they have their Regional Offices.
  3. Details to be supplied on Company's letterhead.

**IRREGULARITIES**

- Companies are encouraged to advise the Coastal KZN TVET College timeously of any possible irregularities which might come to their notice relating to this or other contracts.

**JOINT VENTURES**

- In terms of the Supply Chain Management Policy Framework, a consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI members, be entitled to equity ownership in respect of an HDI.
- **Should this bid be submitted by a joint venture, a certified copy of the joint venture agreement must accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.**
- A trust, consortium or joint-venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate. The non-submission of a consolidated BBBEE Certificate by a company will result in preference points not being allocated to such company.
- Failure to submit the joint venture Agreement will result in preference points not being allocated to all companies participating in the joint venture.

**LATE BIDS**

- Bids are late if they are received at the address indicated in the bid documents after the closing date and time.
- A late bid shall not be considered and, where practicable, shall be returned unopened to the Bidder. No late bids are accepted.

**NOTIFICATION OF ADJUDICATION OF BIDDER & ADVERTISING OF RESULTS**

- Notification of the Adjudication of bid shall be in writing by a duly authorized official of the Coastal KZN TVET College.

## *PRO RATA* DECREASE OF COMPENSATION

- Should the services not be rendered to the satisfaction of the College and unsatisfactory items/ aspects/ events have already, in writing, been brought to the attention of the Service Provider, the College reserves the right in terms of paragraphs 3.25 and 3.26 hereunder, to retain payment to the Service Provider for as long as the unsatisfactory service continues.

## CENTRAL SUPPLIERS DATABASE

- A bidder submitting an offer must be registered on the Central Suppliers Database. A bidder who has submitted an offer and is not registered on the Central Suppliers Database at the time of closure of the bid will not be considered.
- Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

## TAX CLEARANCE CERTIFICATE

- The original Tax Clearance Certificate / Pin must be submitted with the bid before the closing date and time of the bid. Failure to submit a valid Tax Clearance Certificate may invalidate your bid (as at the closing date of this bid) unless a valid, original Tax Clearance Certificate is already in the possession of the College's Supply Chain Management Unit. In this regard, a clear reference must be provided e.g. bid number.
- Each party to a Joint Venture/Consortium must submit an original valid Tax Clearance Certificate/ Pin together with the bid at the closing date and time of bid.

## TERMINATION OF SERVICES

- Should the Service Provider fail to meet the conditions of the contract, or continue rendering unsatisfactory service, the College reserves the right to terminate the contract, after written notification has been served on the Service Provider, with retention of the right to recover from the Service Provider any losses which the College may suffer/ incur because of the failure, without prejudicing any other rights it may have.
- The College reserves the right to terminate the agreement, should the Institution, for any reason, be permanently closed or transferred to another location.

## UNSATISFACTORY PERFORMANCE

- Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.
- Before any action is taken, the Coastal KZN TVET College shall warn the Service Provider by registered/certified mail that action will be taken in accordance with the contract conditions unless the Service Provider complies with the contract conditions and delivers satisfactory services within a specified reasonable time (14 days minimum). If

the Service Provider does not perform satisfactorily despite the warning, the Coastal KZN TVET College shall:

(a) act in terms of its delegated powers
(b) make a recommendation for cancellation of the contract concerned.

**VALIDITY PERIOD AND EXTENSION THEREOF**

- The validity (binding) period for the bid must be **180** days from close of bid. However, circumstances may arise whereby the College may request the bidders to extend the validity (binding) period. Should this occur, the College will request bidders to extend the validity (binding) period under the same terms and conditions as originally tendered for by bidders. This request will be done before the expiry of the original validity (binding) period.

**VAT**

- Bid prices must be inclusive of **VAT (15%).**
- A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

(a) The name, address and registration number of the supplier;
(b) the name and address of the recipient;
(c) an individual serialised number and the date upon which the tax invoice is issued;
(d) a description of the services supplied;
(e) the quantity of resources and services supplied;

(f) either –
(i) the value of the supply, the amount of tax charged and the consideration for the supply; or
(ii) where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

**SECURITY VETTING:**

- Security vetting will be carried out on all personnel involved in the contract.

**<u>Previous Experience</u>**

- The Bidder must furnish the following details of all previous contracts.

(i) Date of commencement of contract/s;
(ii) Expiry date/s;
(iii) Value per contract; and
(iv) Contact details: That is, with whom held, phone number and address/s of the company.

| Date of commencement | Expiry date | Value of contract | Contact details |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## SECTION L

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

(To be completed by Bidder.)

1. This Section must form part of all bids invited.
2. It serves as a declaration to be used by Coastal KZN TVET College in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
   I. abused the Coastal KZN TVET College supply chain management system;
   II. committed fraud or any other improper conduct in relation to such system; or
   III. failed to perform on any previous contract.
4. **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| Item | Question | Yes | No |
|---|---|---|---|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?<br><br>**(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).** | Yes | No |
| 4.1.1 | If so, furnish particulars .....<br>.....<br>..... | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><br>**To access this Register, enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (022) 3265445.** | Yes | No |
| 4.2.1 | If so, furnish particulars .....<br>.....<br>..... | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes | No |

| | | | |
|---|---|---|---|
| 4.3.1 | If so, furnish particulars .....<br>.....<br>..... | | |
| 4.4 | Was any contract between the bidder and any organ of state terminated during the past five years because failure to perform on or comply with the contract? | Yes | No |
| 4.4.1 | If so, furnish particulars .....<br>.....<br>..... | | |

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

**.....** **.....**

**Signature** **Date**

**Position:……**

**.....**

**Name of Bidder**

## SECTION M

## INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all bids[1] invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). [2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
    a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
    b. cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. To give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

**[1] Includes price quotations, advertised competitive bids, limited bids and proposals.**

**[2] Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____
(Bid Number and Description)

in response to the invitation for the bid made by:

_____
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether affiliated with the bidder, who:
   (a) has been requested to submit a bid in response to this bid invitation;
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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[3] will not be construed as collusive bidding.
7. Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery of the products or services to which this bid invitation relates.
9. 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.
10. 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

.....
.....
.....
.....
.....
.....
.....

Signature Date

.....
.....
.....
.....
.....
.....
.....

Position Name of Bidder

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

## SECTION N

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

- This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 09/10 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

a. Price; and

b. B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

| | **POINTS** |
|---|---|
| **PRICE** | **90** |
| **B-BBEE STATUS LEVEL OF CONTRIBUTOR** | **10** |
| **Total points for Price and B-BBEE must not exceed** | **100** |

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

a. **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

b. "**B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

c. **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

d. **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

**e.** **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

f. **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

g. **"prices"** includes all applicable taxes less all unconditional discounts;

h. **"proof of B-BBEE status level of contributor"** means:

- B-BBEE Status level certificate issued by an authorized body or person;
- A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- Any other requirement prescribed in terms of the B-BBEE Act;

**i.** **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

**j.** **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 90/10 PREFERENCE POINT SYSTEMS

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

**90/10**

$$Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

## 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) |
|---|---|
| 1 | 10 |
| 2 | 9 |

| | |
|---|---|
| 3 | 6 |
| 4 | 5 |
| 5 | 4 |
| 6 | 3 |
| 7 | 2 |
| 8 | 1 |
| Non-compliant contributor | 0 |

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: ..... = ……(maximum of 10 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

| YES | | NO | |
|---|---|---|---|

7.1.1 If yes, indicate:

(i) What percentage of the contract will be subcontracted.....%

(ii) The name of the sub-contractor.....

(iii) The B-BBEE status level of the sub-contractor.....

(iv) Whether the sub-contractor is an EME or QSE

***(Tick applicable box***)

| YES | | NO | |
|---|---|---|---|
| | | | |
| | | | |

**(v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:**

| **Designated Group: An EME or QSE which is at last 51% owned by:** | **EME √** | **QSE √** |
|---|---|---|
| **Black people** | | |
| **Black people who are youth** | | |
| **Black people who are women** | | |

| | | |
|---|---|---|
| **Black people with disabilities** | | |
| **Black people living in rural or underdeveloped areas or townships** | | |
| **Cooperative owned by black people** | | |
| **Black people who are military veterans** | | |
| **OR** | | |
| **Any EME** | | |
| **Any QSE** | | |

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm: .....

8.2 VAT registration number: .....

8.3 Company registration number: .....

8.4 TYPE OF COMPANY/ FIRM

- ϒ Partnership/Joint Venture / Consortium
- ϒ One person business/sole propriety
- ϒ Close corporation
- ϒ Company
- ϒ (Pty) Limited

[Tick applicable box]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ϒ Manufacturer
- ϒ Supplier
- ϒ Professional service provider
- ϒ Other service providers, e.g. transporter, etc.

[*Tick applicable box*]

### 8.7 MUNICIPAL INFORMATION

**Municipality where business is situated: .....**

**Registered Account Number: .....**

**Stand Number**: .....

8.8 Total number of years the company/firm has been in business: .....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

(iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

**WITNESSES**

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## ANNEXURE A

## GENERAL CONDITIONS OF CONTRACT

**DEFINITIONS:** The following terms shall be interpreted as indicated:

(a) "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

(b) "Contract" means the written agreement entered into between the College and the Service Provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(c) "Contract price" means the price payable to the Service Provider under the contract for the full and proper performance of his contractual obligations.

(d) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution

(e) "Day" means calendar day.

(f) "Delivery" means delivery in compliance with the conditions of the contract.

(g) "Force majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such event may include, but is not restricted to, acts of the College in its sovereign capacity; students/staff strikes, fires, floods, epidemics.

(h) "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

(i) "GCC" means the General Conditions of Contract.

(j) "Goods" means all the equipment, machinery, and/or other materials that the Service Provider is required to supply to the College under the contract.

(k) "Order" means an official written order issued for the rendering of a service.

(l) "Project site" where applicable, means the place indicated in bidding documents.

(m) "Republic" means the Republic of South Africa.

(n) "SCC" means the Special Conditions of Contract.

(o) "Services" means the provision of security services

(p) "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## 1. CESSION OF CONTRACTS

1.1 The contract is personal to the Service Provider who shall not sub-let, assign, cede or make over the contract or any part thereof, or any share of interest therein, to any other person without the written consent of the College, and on such conditions as it may approve.

1.2 This sub-clause shall not apply to sub-contracts given to regular suppliers of the Service Provider for materials and minor components relating to the services supplied. The College reserves the right to require the Service Provider to submit, for noting, the names of such sub-contractors to ascertain their registration on the Central Suppliers Database and they must be legal entities.

## 2. DISCREPANCIES

2.1 Should there appear to be any discrepancies, ambiguities or want of agreement in description, qualities or quantities in the Contract, the Service Provider shall be obliged to refer the matter to the Colleges' Representative for a decision, before proceeding to execute the contract or part thereof in respect of which the said discrepancies, ambiguities or want of agreement appear to exist.

## 3. QUALITY AND GUARANTEE

3.1 All Goods supplied shall be equal in all respects to specifications where such are provided. Any changes to quality/quantity will have to be approved by the College, as this is a change to the conditions of the contract.

3.2 Should the College, after the awarding of the contract decide on a variation or alteration to the specification, either at the suggestion of the Service Provider or otherwise, which will be to the College's advantage, such variation or alteration shall be performed to the College's satisfaction.

3.3 Any variation in the Contract Price arising there from shall be subject to agreement between the College and the Service Provider.

## 4. FAILURE TO COMPLY WITH CONDITIONS AND DELAYED EXECUTION

4.1 If a bidder amends or withdraws his/her/their bid after the closing time but before the bidder is notified that his/her/their bid has been accepted, or when notified that his/her/their bid has been accepted, he/she/they fail/fails, within the period stipulated in the conditions of bid or such extended period as the College may allow, to sign a contract or to provide security when requested to do so, he/she/they shall, unless the College decides otherwise, and without prejudice to any other right which the College may have under paragraphs 4.2 and 4.4, including the right to claim damages if a less favourable bid is accepted or less favourable arrangements are to be made, forfeit any deposit which may have been made with the bid.

4.2 Should the Service Provider fail to comply with any of the conditions of the contract, the College shall be entitled, without prejudice to any of its other rights, to cancel the contract.

4.3 Upon any delay beyond the contract period in the case of a service contract, the College shall, without prejudice to any other right and without cancelling the contract, be entitled forthwith to arrange the execution of the service not rendered in conformity with the contract or to cancel the contract, and without prejudice to its other rights, be entitled to claim damages from the contractor.

4.4 In the event of the College availing itself of the remedies provided for in paragraph

(a) The Service Provider shall bear any adverse difference in price of the said services and these amounts plus any other damages which may be suffered by the College, shall be paid by the Service Provider to the College immediately on demand, or the College may deduct such amounts from moneys (if any) otherwise payable to the Service Provider in respect of supplies or services rendered or to be rendered under the contract or under any other contract or any other amounts due to the Service Provider ; or

(b) if the Service Provider fails to render the service within the period stipulated in the contract, the College shall have the right, in its sole discretion, to claim any damages or loss suffered.

4.5 No damages shall be claimed in respect of any period of delay which the Service Provider can prove the Service Provider to be directly due to a state of war, sanctions, strikes, lockouts, damage to machinery because of accidents, fire, flood or tempest or act of God, which could not be foreseen or overcome by the Service Provider, or to any act or omission on the part of persons acting in any capacity on behalf of the College.

4.6 If the rendering of the service is likely to be delayed or is in fact being delayed because any of the reasons mentioned in paragraph 4.5, the detailed circumstances shall be reported forthwith in writing to the College and at the same time the Service Provider shall indicate the extension of the delivery period which is desired.

## 5. PAYMENT

5.1 The Contractor shall furnish the College with an invoice accompanied by a copy of the supporting documents upon fulfilment of all obligations stipulated in the contract.

5.2 Payments shall be made promptly by the College, but in no case later than thirty days (30) days after submission of correct invoice and supporting documents by the Service Provider

5.3 Payments will be made in Rands only.

5.4 Payments for services are made by the College only. Any disputes regarding late or delayed payments must be taken up with the Campus Manager and if a problem persists, the Supply Chain Management Office can be requested to investigate the delays.

## 6. INVOICES

6.1 All invoices submitted by the Service Provider must be Tax Invoices indicating the monthly amount charged, amount of tax charged and the total invoice amount.

## 7. CONTRACT PRICE ADJUSTMENT

7.1 Firm contract Prices shall not be subject to adjustment. Contract prices which are not firm shall be increased or reduced by the amount of variation between the Cost to Bidder and the actual cost to the Contractor, such variations to be subject to the following conditions: -

## 8. REMEDIES IN THE CASE OF DEATH, SEQUESTRATION, LIQUIDATION OR JUDICIAL MANAGEMENT

8.1 In the event of the death of a Service Provider or the provisional or final sequestration of his/her/their estate or of his/her/their cession or transfer of a contract without the approval of the College or of the surrender of his/her/their estate or of his/her/their reaching a compromise with his/her/their creditors or of the provisional or final liquidation of a contractor's company/closed corporation or the placing of its affairs under judicial management, the College may, without prejudice to any other rights it may have, exercise any of the following options :

8.1.1 Cancel the contract and accept any of the bids which were submitted originally with that of the Service Provider or any offer subsequently received to complete the contract. In such a case the estate of the Service Provider shall not be relieved of liability for any claim which has arisen or may arise against the Service Provider in respect of work not carried out by the contractor, under the contract.

8.1.2 Allow the executor, trustee, liquidator or judicial manager for and on behalf of and at the cost and expense of the estate of the Service Provider to carry on with and complete the contract.

8.1.3 For and on behalf of and at the cost and expense of the estate of the Service Provider, itself carry on with and complete the contract and in that event the College may take over and utilize, without payment, the Service Provider's tools, plant and materials in whole or in part until the completion of the contract.

8.2 Should the College elect to act in terms of paragraph 8.1 it shall give notice of its requirements to the executor, trustee, liquidator or judicial manager of the contractor's estate and should the said executor, trustee, liquidator or judicial manager fail within 14 days of the dispatch of such notice to make provision to the satisfaction of the College for the fulfilment of such requirements, or should no trustee, liquidator or judicial manager be appointed within 14 days of the occurrence mentioned in paragraph 8.1, the College may apply any remedy open to it in terms of the contract as if a breach thereof had taken place.

8.3 Should the College act in terms of paragraph 8.1 the contractor must leave the premises immediately and may not occupy such premises because of retention or any other right.

## 9. LAW TO APPLY

9.1 The Contract shall in all respects be construed in accordance with the law of the Republic of South Africa, and any difference that may arise with the law of the Republic of South Africa, and any difference that may arise between the College and the Service Provider regarding the Contract, shall be settled in the Republic of South Africa.

## 10. OFFERING OF COMMISSION OR GRATUITY

10.1 If the Service Provider, or any person employed by him, is found to have either directly or indirectly offered, promised or given to any office bearer of the College or person in the employ of the College, any commission, gratuity, gift or other consideration, the College shall have the right, summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss or additional cost or expenses, to cancel the Contract without paying any compensation to the Service Provider.

## 11. PREFERENCES

11.1 Should the Service Provider apply for preferences in the submission of his bid, and it is found at a later stage that these applications were incorrect or made under false pretences, the College may, at its own right: -

11.1.1 Recover from the Service Provider all costs, losses or damages incurred or sustained by the College because of the award of the Contract; and / or

11.1.2 Cancel the contract and claim any damages which the College may suffer by having to make less favourable arrangements after such cancellation.

11.2 The College may impose penalties, however, only if provision therefore is made in the Special Conditions of Bid.

## 12. SECURITY

12.1 Special Conditions of Contract relating to Surety/Guarantee requirement must be dealt with in strict compliance with the Conditions of Bid set out herein.

12.2 In respect of contracts less than R 500 000, the guarantees and sureties required may be based on a risk evaluation conducted by the College inviting the bid.

## 13. AWARD OF CONTRACT

13.1 Services rendered upon receipt of a Letter of Award and the signing of a contract with the College, as indicated in the contract.

## 14. INSURANCE

14.1 Any insurance policies taken out by a Service Provider for the purpose of this contract must be taken out with a company registered in South Africa in terms of relevant insurance and companies acts.

## 15. INSPECTION, TESTS AND ANALYSES

15.1 In terms of Provincial policy, inspections of a Bidder's goods and services are permitted. Bidders must allow reasonable access to premises to officials from Coastal KZN TVET College inviting the bid, to carry out inspection or tests.

15.2 Services which do not comply with the contract requirements may be rejected.

## 16. RESTRICTION OF BIDDING

16.1 Without prejudice on any other legal remedies, the College may impose restrictions on a Bidder in terms of which bids to the College will not be accepted for such period as determined by the College. This information may be passed to other provinces or State organisations in the Republic of South Africa. These restrictions may be imposed in terms of the breach of any of the requirements to be met in terms of the accepted bid or contract. The College may also make a restriction on a bidder from another province or State institution applicable to this Province.

## 17. SERVICE PROVIDER'S LIABILITY

17.1 In the event of the contract being cancelled by the College in the exercise of its rights in terms of these conditions, the Service Provider shall be liable to pay to the College any losses sustained and/ or additional costs or expenditure incurred as a result of such cancellation, and the College shall have the right to recover such losses, damages or additional costs by means of set-off from moneys due or which may become due in terms of the contract or any other contract or from guarantee provided for the due fulfilment of the contract and, until such time as the amount of such losses, damages or additional costs have been determined, to retain such moneys or guarantee or any deposit as security for any loss which the College may suffer or may have suffered.

17.2 The Service Provider may be held responsible for any consequential damages and loss sustained which may be caused by any defect, latent or otherwise, service rendered or if the service because of such defect, latent or otherwise, does not conform to any condition or requirement of the contract.

## 18. PRICE LISTS

18.1 Price lists which are part of the contract shall not be amended without the approval of the College, unless the SCC specify otherwise.

## 19. SUBMISSION OF CLAIMS

19.1 Claims must be submitted monthly.

## 20. COLLEGE PROPERTY IN POSSESSION OF A CONTRACTOR

20.1 College property supplied to a Service Provider for the execution of a contract remains the property of the College and shall always be available for inspection by the College or its representatives. Any such property in the possession of the Service Provider on

the completion of the contract shall, at the Service Provider's expense, be returned to the College forthwith.

20.2 The Service Provider shall be responsible always for any loss or damages to the College's property in his possession and, if required, he shall furnish such security for the payment of any such loss or damages as the College may require.

## 21. RIGHTS TO PROCURE OUTSIDE THE CONTRACT

21.1 No provision in a contract shall be deemed to prohibit the obtaining of services from a other Service Providers

## 22. AMENDMENT OF CONTRACT

22.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing.

## 23. NOTICES

23.1 Every written acceptance of a bid shall be posted to the supplier/bidder concerned by registered or certified mail and any other notice to him/her/it shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him/her/it in writing and such posting shall be deemed to be proper service of such notice.

23.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting such notice.

## 24. INCIDENTAL SERVICES

24.1 The Service Provider <u>may</u> be required to provide any or all of the following services, including additional services, if any, specified in the Special Conditions of Bid:

24.2 performance or supervision of on-site activities

24.3 performance or supervision of the service rendered, for a period agreed by the parties, provided that this service shall not relieve the Contractor of any warranty obligations under this contract'

24.4 maintenance of any plant equipment brought on site by the Service Provider, eg Guard huts

24.5 Prices charged by the Service Provider for incidental services, if not included in the contract price, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Service Provider for similar services.

## 25. USE OF CONTRACT DOCUMENTS AND INFORMATION INSPECTION

25.1 The Service Provider shall not, without the College's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the College in connection therewith, to any person other than a person employed by the Service Provider in the performance of the

contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

25.2 The Service Provider shall not, without the Colleges prior written consent, make use of any document or information mentioned in GCC clause 25.1 except for purposes of performing the contract.

25.3 Any document, other than the contract itself mentioned in GCC clause 25.1 shall remain the property of the College and shall be returned (all copies) to the College on completion of the Service Provider's performance under the contract of so required by the College.

25.4 The Service Provider shall permit the College to inspect the Service Provider's records relating to the performance of the Service Provider and to have them audited by auditors appointed by the College, if so required by the College.

## 26. PENALTIES

26.1 If the Service Provider fails to deliver any or all of the services within the period(s) specified in the contract, the College shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the tender price, using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The College may also consider termination of the contract.

## 27. GOVERNING LANGUAGE

27.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## 28. TAXES AND DUTIES

28.1 A Service Provider shall be entirely responsible for all taxes, stamp duties, license fees and other such levies imposed in terms of relevant legislation.

28.2 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the College must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Service

## ANNEXURE B:

## GENERAL SCOPE OF WORK

1. To perform access control duties and patrol the premises to prevent unauthorised persons from entering and removing equipment or material from the premises concerned. Security Officers are not allowed to enter buildings guarded, if locked, unless instructed to do so as part of their duties. Where workshops and labs and lecture rooms are found unlocked after office hours, during routine inspections, such buildings should be locked by security and reported the following day to the Campus Manager.
2. To guard and protect buildings, equipment and material against damage, theft and vandalism.
3. To protect staff, employees, visitors and customers by preventing or minimising risk of injury, including death.
4. To apprehend any suspicious person on the premises and to act as mandated and required in terms of applicable legislation.
5. To report any suspicious action or unusual occurrence to the Guard house/Control room.
6. Security Officers must be supervised daily and be equipped to perform their duties as agreed upon.
7. To report any incident to the Guard house/Control room, the supervisor and the South African Police Services.
8. To patrol the area of responsibility to prevent criminal activities.
9. To prevent and remove persons from illegally dumping, erecting of structures on and occupying premises under the College's control.
10. To monitor security threats and risks within the College's area of responsibility, and provide early warning to facilitate proactive interventions.

**COASTAL KZN TVET COLLEGE**

**ANNEXURE C: CCTV BOQ AND PRICING SCHEDULE**

*Tender Annexure*

Instruction: Bidders shall complete all applicable rates. Indicative quantities are for tender comparison and planning only and do not constitute guaranteed purchase quantities. Final quantities shall be confirmed through the approved site-specific design.

**SCHEDULE A (Once-Off Service)**

**Security Risk Assessment and Site Survey**

| Item | Description | Number of sites | Rate (R) | Amount (R) |
|---|---|---|---|---|
| A1 | Security risk assessment and site survey | 13 | | |
| A2 | Security implementation plan and reporting | 13 | | |
| | **Sub-Total Schedule A** | | | |

**Note:** Bidders must quote based on their own risk assessment.

**SCHEDULE B**

**Security Personnel Services and Ad Hoc Pricing**

| NO | CAMPUS/+SITE | DAY SHIFT | NIGHT SHIFT | GRADE FOR GUARDS | SUPERVISOR number | SUPERVISORS/ Grade | Total Required |
|---|---|---|---|---|---|---|---|
| **1.** | DURBAN CAMPUS | 4 | 4 | **C** | 1 | **1 night (Grade B)**<br>**1 day (Grade B)** | **09** |
| **2** | TOOLING CENTRE | 1 | 1 | **C** | **0** | | 2 |
| **3.** | KWAMASHU | 1 | 1 | **C** | **0** | **1 night (Grade B)** | 2 |
| **4.** | APPELSBOSCH | 4 | 4 | **C** | **2** | **1 night (Grade B)**<br>**(1 day (Grade B)** | **10** |
| **5.** | HAMMARDSDALE | 2 | 2 | **C** | **2** | **(1-night grade B)**<br>**(1 day Grade B)** | 6 |
| **6.** | SWINTON | 5 | **5** | **C** | **2** | **1-night grade B)**<br>**(1 day Grade B)** | **12** |
| **7** | EDU | 2 | **2** | **C** | | | **4** |
| 8. | UMBUMBULU | 5 | 5 | C | 2 | **1 night (grade B)**<br>**1 day (Grade B )** | 12 |
| 9 | CAO | 4 | 4 | | 2 | **1 night (grade B)**<br>**1 day (Grade B )** | 10 |
| 10. | AS-SALAAM | 2 | 2 | C | 1 | **(1 night grade B)** | 5 |
| 11. | UMLAZI V | 8 | 8 | C | 2 | **1 night (grade B)**<br>**(1 day (Grade B)** | 18 |
| 12. | UMLAZI BB | 4 | 4 | C | 2 | **1 night (Grade B)**<br>**1 day (Grade B)** | 10 |

| NO | CAMPUS/+SITE | DAY SHIFT | NIGHT SHIFT | GRADE FOR GUARDS | SUPERVISOR number | SUPERVISORS/ Grade | Total Required |
|---|---|---|---|---|---|---|---|
| 13. | UBUHLE BOGU | 1 | 1 | C | 1 | **1 night (Grade B)** | 03 |
| **Total No. Required** | | 43 | 43 | | 17 | | **103** |

| Item | Category | Unit | Qty | Rate (R) | Total (R) |
|---|---|---|---|---|---|
| 1 | Security Officer (Grade C) | Monthly | 86 | | |
| 2 | Supervisor (Grade B) | Monthly | 17 | | |
| 3 | Control-room Operator | Monthly | 1 | | |
| 4 | Close Protection Services (integrated VIP Protection Services) | Daily | 4 | | |

**Ad hoc services rate per hour .....**

**SCHEDULE C (Once -Off Service)**

**CCTV Equipment**

| Item | Description | Unit | Qty | Unit Rate (R) | Amount (R) |
|---|---|---|---|---|---|
| C1 | 4MP/5MP Outdoor Bullet Camera | Each | 100 | | |
| C2 | 4MP/5MP Indoor Dome Camera | Each | 60 | | |
| C3 | 8MP High Resolution Camera | Each | 30 | | |

| Item | Description | Unit | Qty | Unit Rate (R) | Amount (R) |
|---|---|---|---|---|---|
| C4 | PTZ Camera (20x Optical Zoom) | Each | 15 | | |
| C5 | Long Range Perimeter Camera | Each | 15 | | |
| C6 | Thermal Camera | Each | 5 | | |
| C7 | Camera Mounting Bracket | Each | 225 | | |
| C8 | Camera Pole | Each | 30 | | |
| C9 | Protective Camera Housing | Each | 20 | | |
| | **Sub-Total Schedule C** | | | | |

**TENDER SUMMARY**

| Schedule | Description | Amount (R) |
|---|---|---|
| A | Security Risk Assessment | |
| B | Security Personnel | |
| C | CCTV Equipment | |
| | **Subtotal (Excl. VAT)** | |
| | **VAT (15%)** | |
| | **TOTAL TENDER PRICE (Incl. VAT)** | |

**FINAL SUMMARY**

**TOTAL COST FOR 36 MONTHS**

| SCHEDULE | YEAR 1 | YEAR 2 | YEAR 3 | TOTAL |
|---|---|---|---|---|
| SCHEDULE 1 | | | | |
| SCHEDULE 2 | | | | |
| SCHEDULE 3 | | | | |
| SUM | | | | |

**SUMMARY FOR BID OPENING PURPOSES ONLY**
(To be completed by Bidder)

**BID NUMBER: SS CKZN 01/2026**

BID PRICE INCLUDINGVAT: R……

AMOUNT IN WORDS:
…….

……..

Note: Schedule A &C – Once off -Payment

Pricing shall clearly distinguish once-off CAPEX, monthly operating costs, ad hoc rates and VAT. Bidders shall identify any exclusions, assumptions and recurring licence charges.