



## KWAZULU-NATAL PROVINCE

PUBLIC WORKS  
REPUBLIC OF SOUTH AFRICA

BID NO : ZNQP 01/04/2025

Description : Appointment of a suitable service provider to render the new safeguarding and security services for a period of three (03) months at Adams sub-District Office (eThekweni Region.)

Advert date : 17 June 2025

Closing Date : 23 June 2025

Time : 11h00

Documents available for collection from : Department of Public Works: eThekweni Regional Office: 455A King Cetshwayo Highway, Mayville– SCM -Ground floor (helpdesk),  
**during working hours (08h00 to 15h45)**

At no Cost documents to the : The complete quotation document can be downloaded from [www.kznworks.gov.za](http://www.kznworks.gov.za) under: Tender Bids and Quotations/The e-Tender Portal [www.etenders.gov.za](http://www.etenders.gov.za) under browse opportunities

Cost of tender document : n/a

**Compulsory Pre-Tender Briefing Meeting/ Bid Clarification Meeting:** Compulsory briefing meeting will not be conducted.

**Closing Date and Time:** 23 June 2025 at 11h00 am.

**NB.** Completed quotation documents are only to be deposited in the Tender box no.8 at 455A King Cetshwayo Highway, Mayville 4091 (Basement tender office-Helpdesk)

**Tender Validity:** 90 days

**Contract Period:** 03 Months

**Enquiries relating to the quotation document may be directed to**

**Tel:** 066 535 7932 **email:** [thobeka.mcanyana@kznworks.gov.za](mailto:thobeka.mcanyana@kznworks.gov.za)

**All technical enquiries may be directed to**

**Tel:** 072 514 1239 **email:** [David.Arnajalem@kznworks.gov.za](mailto:David.Arnajalem@kznworks.gov.za)

**Conditions of Tender:**

**Prequalifying Criteria**

**Evaluation Criteria**

- Administrative compliance, mandatory requirements, financial and preference offer.

**Phase 1:**

**Administrative Compliance**

- Correctness of quotation documents.
- Compliance with quotation regulations (registration with CSD)

## **Phase 2:**

### **Mandatory Documents Requirements**

- 1) Owner/Director of the entity must have Grade A or B PSIRA grading. (provide proof of certificate)
- 2) The entity must be registered with PSIRA (provide proof of registration)
- 3) The security company must submit a letter confirming that the security guard will be paid according to PSIRA rates.
- 4) Letter of good standing with Compensation for Occupational Injuries and Disease Act (COIDA)/ Workman's Compensation registration.
- 5) Proof of registration with the Unemployed Insurance Fund - UIF (proof of certificate not older than three (03) months).
- 6) Registration with the Provident Fund for Security Officers (PSSPF).
- 7) Proof of compliance with the Private Security Services Provident Fund (PSSPF).
- 8) Company vehicles minimum one (1) vehicle owned by the company/owner/director. (Attach copies of certificate of registration in respect of motor vehicle(logbooks) or motor vehicle license or valid lease agreement).
- 9) Company profile detailing previous experience as a company and contactable references, in a form of a schedule of work done, accompanied by; (two (02) letters of award/ contracts/ two (02) purchase orders (all must not be older than five years).
- 10) Valid ICASA (Independent Communication Authority South Africa) licence for radio equipment or valid proof of registration with ICASA in the form of a lease agreement with the third party indicating the relationship agreement (attach licence for the service provider).

**Failure to meet the above mandatory requirement will lead to immediate disqualification.**

## **Phase 3:**

### **Specific Goals**

- The 80/20-point system is applicable for this quote with the following Specific Goal Requirements and documentary proof as per the quotation document must be provided for claiming of points for specific goals.

<b>Price</b>		<b>80 Points</b>
<b>Specific goals: Total Points</b>	<b>Documents Required</b>	<b>20 Points</b>
"Ownership by people who are youth"	1) Certified copy of identity document. 2) SANAS approved B-BBEE Certificate	20 Points

### **BIDDERS TO NOTE**

1. Requirement of sealing, addressing, delivering and assessment of the tender are contained in the tender document.
2. The department reserves a right not to award the lowest bidder.
3. In addition, the department will conduct a detailed risk assessment prior to the award of the quotation.
4. Submission of a PDF copy of the completed quotation document together with all the supporting tender documents must be submitted on the close of tender.
5. Late submissions will not be accepted.
6. Faxed or emailed bids are not accepted.
7. Only bidders registered on the Central Suppliers Database (CSD) are eligible to submit quotations.

8. Multiple quotations will be limited to two (2) awards (unless by exception due to circumstances) to spread the work amongst many successful bidders and to minimize the risk to the Department.
9. Bidders' attention is drawn to the Mandatory Requirements as listed in the bid document as well as the phased sequence of the bid evaluation process. **Refer to page 1 of 52.**
10. Potential bidders must visit the sites on their own cost and arrangement to fully familiarize them with the logistics, conditions and access to the sites.