



PIKITUP JOHANNESBURG SOC LIMITED

REQUEST FOR FORMAL PRICE QUOTATION

APPOINTMENT OF SERVICE PROVIDER/S SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS-AND-WHEN-REQUIRED FOR ONE MONTH (MAXIMUM OF FIVE OF SERVICE PROVIDERS).

BID NO: PIK 053/2024-2025

BIDDER COMPANY NAME:

BID AMOUNT (VAT INCL): R

THIS DOCUMENT IS COMPILED FOR:

Pikitup Johannesburg SOC Ltd
Jorrisen
Place Building
66 Jorrisen Street,
Braamfontein, JHB

CONTACT DETAILS:

David Muhadi

E-mail : Muhadi@pikitup.co.za

QUOTATION BOX SUBMISSION IS SITUATED AT:

Pikitup Johannesburg SOC Ltd
Jorrisen Place Building
66 Jorrisen Street,
Pikitup Tender Office
Ground Floor
East Wing
Braamfontein, JHB

Closing date: 26 SEPTEMBER 2024

Closing time: 11:00am

Validity Period: 60 days from RFQ closing date

Briefing session: None

BIDDER'S COMPANY NAME: _____

BIDDER'S CONTACT PERSON: _____

BIDDER'S CONTACT NUMBER: _____

BIDDER'S EMAIL ADDRESS: _____

TOTAL BID AMOUNT: _____

CLOSING DATE: 26 SEPTEMBER 2024

CLOSING TIME: 11:00 AM

BRIEFING SESSION: Not Applicable

Document Issued By:

Pikitup Johannesburg SOC Limited
Pikitup Head Office (Ground Floor)
Jorissen Place Building
66 Jorissen Street
Braamfontein

Tel : +27 (0)87 357 1119/20
E-Mail : Muhadid@pikitup.co.za
Website : www.pikitup.co.za

ADMINISTRATIVE COMPLIANCE

SECTION 1

Quotations received will be evaluated in terms of Preferential Procurement Policy Framework Act 5 of 2000 and The Preferential Procurement Regulations 2022. The 80/20 preference point system is applicable for this Request for Quotation (RFQ). Evaluation process will be firstly on pre-compliance evaluation, then on functionality evaluation and thereafter 80/20-preference point scoring basis. The 80 points will be for Price and 20 points are for Preference (Specific goals).

- **MBD 4:** Declaration of interest
- **MBD 6.1 :** Preference Points claim form in terms of the Preferential Procurement Regulations 2022
- **MBD 8:** Declaration of bidders past supply management practices
- **MBD 9:** Certificate of Independent bid determination
- Failure to submit a fully compiled MBD forms quotation will result in your bid being rejected.
- No quotation will be considered from persons in the service of the state (**MBD4**).
- A certified /original/ valid, B-BBEE certificate/ sworn affidavit (Please note that the Sworn Affidavit must be compliant as per B-BBEE Practice Guide 01 of 2018. NON- COMPLIANT AFFIDAVIT WILL GET A ZERO POINT ALLOCATION)

SECTION 2

1. The Lowest or any bid will not necessarily be accepted and the PIKITUP reserves the right not to consider any bid not suitably endorsed or comprehensively completed as well as the right to accept a bid in whole or part. In addition, Pikitup also reserves the right to appoint more than one service provider/supplier as deemed necessary
2. In evaluating bids received and adjudicating the award of this bid, Pikitup Johannesburg (SOC) Limited will, in addition to the pre-compliance and functionality criteria included in the specifications and irrespective of the capital, pricing and black economic empowerment structures of the bidder, take into account as objective criteria (1) the desirability of rotating the work amongst service providers, (2) the past bidding practices of any bidder in relation to evidence and/or reports of combative practices including conduct reported, amongst others, in terms of the Prevention and Combatting of Corrupt Activities Act, 2004, (3) the past contractual performance of any bidder and (4) the nature and extent of disputes involving the bidder in relation to past and/or current contracts. Note that as a result of the application of these objective criteria, the highest scoring bidders will not necessarily be selected as a preferred bidder.
3. Where deliveries are quoted "ex-stock" the period of delivery must not exceed Five (5) maximum working days after receipt of order. If this condition is not adhered to, the order could be cancelled.
Quotations are to be completed in accordance with the conditions as set out in the quotation document and must be sealed and externally endorsed with the quotation number and place in the quotation box indicated above.
4. Payments will be made thirty (30) days after receipt of invoice by Pikitup.
5. Quotations received after the closing date and time will not be considered
6. Samples of the required items or goods are available for your perusal (when applicable.)
7. Should the above-mentioned conditions not be adhered to, the quotation will be considered invalid.
8. Quotations must be valid for minimum of 60 days.
9. It is compulsory for all Service Providers and suppliers wanting to render services to PIKITUP to be registered and have a "compliance tax status" on the National Treasury

Central Supplier Database (“CSD”) as per National Treasury Circular No 3 of 2015/6 – Central Supplier Database.

10. National Treasury will maintain the database of all suppliers for Government and its institutions. Prospective suppliers can register online on the CSD by accessing the National Treasury website at www.CSD.gov.za.

DECLARATION

I, the undersigned hereby confirm that the information herein is a true reflection of the facts presented, and the person signing this document on behalf of the bidder duly authorized to do so. Should this not be the fact, stipulations regarding this as contained in the PIKITUP JOHANNESBURG SOC LTD Policy applies. I accept that the PIKITUP JOHANNESBURG SOC LTD may act against me in terms of the general conditions of contract should this declaration prove to be false.

Signing of the quotation in the appropriate space, as well as the initialing of each page by the bidder mandatory.

NAME OF PERSON

CAPACITY

DATE

1.1. PRE- COMPLIANCE EVALUATION AND MANDATORY REQUIREMENTS

The Bid Evaluation Committee (BEC) will validate the list of returnable documents as mentioned below for further evaluation to functionality stage.

1.2. COMPULSORY RETURNABLE DOCUMENTS REQUIRED

The appointed Bid Evaluation Committee (BEC) will evaluate compliance with the pre-compliance criteria based on the compulsory returnable documents as mentioned below. Only bidders that meet all the pre-compliance criteria will be considered for further evaluation at the functionality evaluation stage.

Bidders will be eliminated for not submitting compulsory returnable documents as stated below, should any documents at any stage of the contract be found fraudulently obtained the contract will be terminated.

Table 1

RETURNABLE DOCUMENTS

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>a) To enable Pikitup to verify the bidder’s tax compliance status, the bidder must provide;</p> <ul style="list-style-type: none"> • Copy of the Central Supplier Database (CSD) registration, where the CSD is fully tax compliant (CSD must not be older than 3 months); • or indicate their Master Registration Number / CSD Number; where the CSD is fully tax compliant; • or a copy of their Tax Clearance Certificate (TCS); <p>(Note: Refer to MDB 1)</p>		<p>CSD must be in the same business name as the bidding company? CSD must be valid? The Tax status on CSD must be fully compliant? Bidders must ensure that their tax compliant status are continuously updated on CSD. Tax status must be compliant?</p>
<p>b1) Confirmation that the BIDDING COMPANY’S rates and taxes are up to date:</p> <ul style="list-style-type: none"> • Where the property is owned by the bidding company, an original or copy of the 		<p>Was a Municipal Account Statement or landlord letter provided for the bidding company?</p>

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>Municipal Account Statement of the bidding company confirming that the account is not in arrears for more than ninety (90) days. The correspondence may not be older than 3 months from date of tender closing; or</p> <ul style="list-style-type: none"> • Where the property is leased or arrangements are in place for the bidding company to operate from the landlord's premises, a letter or statement or affidavit from landlord or the landlord's appointed property agent are required, confirming that the bidding company has no disputed account and / or that the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement. 		<p>The name and / or addresses of the bidder's statement correspond with CIPC document? Are correspondence recent (not older than 3 months)? Are all payment(s) up to date (i.e. not in arrears for more than 90 days)?</p>
<p>b2) In addition to the above, confirmation is required that rates and taxes are up to date for all the bidding company's <u>Owners / Members / Directors / Major Shareholders:</u></p> <ul style="list-style-type: none"> • Where an <u>owner / member / director / major shareholder</u> is not residing within South Africa, an affidavit is required from the <u>owner / member / director / major shareholder</u> confirming the aforesaid • Where the property is owned by the <u>owner / member / director / major shareholder</u> an original or copy of the Municipal Account Statement of the bidding company confirming that the account is not in arrears for more than ninety (90) days. or • Where the property is leased or arrangements are in place for the owner / 		<p>Was a Municipal Account Statement(s) or landlord letter(s) provided for ALL the bidding company's (SA based) directors? The names and/or addresses of all directors on statement correspond with CIPC document? Are correspondence recent (not older than 3 months)? Are all payments up to date (i.e. not in arrears for more than 90 days)?</p>

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>member / director / major shareholder to reside at the landlord's premises, a letter or statement or affidavit from landlord or the landlord's appointed property agent are required, confirming that the bidding company has no disputed account and / or that the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement.</p> <ul style="list-style-type: none"> The above correspondence may not be older than 3 months from date of tender closing. Statements must be on a letter head and dated, and letters or affidavit must be dated and signed. 		
<p>c) Duly Signed and completed MBD forms (MBD 1, MBD 4, MBD 5, MBD 8 and MBD 9)</p> <p>The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.</p>		<p>All documents fully completed (i.e. no blank spaces)?</p> <p>All documents fully signed?</p> <p>Signature authorised (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required)?</p> <p>Documents completed in black ink (i.e., no "Tippex" corrections, no pencil, no other colour ink, will be considered)?</p>

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>d) Approved Financial Statements for the most recent three (3) years or financial statements from date of existence for companies less than three years.</p> <p>NB: The bidder must submit signed audited annual financial statements for the most recent 3 years, or if established for a shorter period, submit audited annual financial statements from date of establishment.</p> <p>If the bidder is not obliged by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit annual financial statements for the most recent 3 years in accordance with any applicable law, or if established for a shorter period, submit annual financial statements from date of establishment. The annual financial statements must be for the most recent three consecutive periods. Where a bidder is established or operational for less than 3 years, documented proof must be provided to confirm the date of establishment or date of operational commencement.</p> <p>If the bidder is not obliged by law to prepare annual financial statements for auditing purposes they must submit their Public Interest Score (PIS) declaration to confirm that Audited Financial Statements are not a requirement, together with their Financial Statements for the previous three financial years or since establishment.</p> <p>PIS are as follows:</p> <ul style="list-style-type: none"> - Above 350, Financial Statement to be audited - 100 – 349, Financial Statement must have an independent review. 	<p><i>(Applicable for tenders above R10m in conjunction with MBD 5)</i></p>	<p><u>Approved Audited</u> financials provided (Audited financials must be signed by auditor)? If not, did the bidder provide proof by means of PIS score that financials must be either independently reviewed or no review required? In PIS score was provided, was the relevant financial statements provided (i.e. independently reviewed or where no review is required)?</p> <p>Where supplier is in existence for less than 3 years, the financial statements for the most recent operational years must be provided, and proof what date the company was registered must be provided, or proof of operational commencement.</p> <p>Where the company was registered but dormant for a period of time, a certified affidavit is required from the managing director or principal member / trustee.</p>

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>- Less than 100, Financial Statement do not require to be audited nor an independent reviewed.</p> <p>The average of the 3 year's financial statement will be used to calculate financial capability.</p>		
<p>e) Joint Ventures (JV) – (Only applicable when the bidder tender as a joint venture)</p> <ul style="list-style-type: none"> • Where the bidder bid as a Joint Ventures (JV), the required or relevant documents as per (a) to (h) above must be provided for all JV parties. • In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties. • Note: It is a condition of this bid that the successful bidder will continue with same Joint Venture (JV) for the duration of the contract, unless prior approval is obtained from Pikitup. 		<p>If applicable.</p> <p>JV agreement provided?</p> <p>JV agreement complete and relevant?</p> <p>Agreement signed by all parties?</p> <p>All required documents as per (a to h) must be provided for all partners of the JV.</p>
<p>f) Original or certified copy (certified copies must not be older than 3 months) of certificate or letter of good standing from the Department of Labour / COIDA, the letter must be valid at the time of bidding</p>	Yes / No	Certificate or letter of good standing from the Department of Labour / COIDA
<p>g) Original or certified copy (certified copies must not be older than 3 months) of a valid PSIRA registration certificate of the bidding organisation</p>	Yes / No	PSIRA registration certificate
<p>h) Original or certified copy (certified copies must not be older than 3 months) of letter of good standing for the bidding company from PSIRA (Valid at the time of bidding)</p>	Yes / No	Letter of good standing for the bidding company from PSIRA
<p>i) Proof of registration with National Bargaining Council for Private Security Sector (NBCPSS)</p>	Yes / No	Valid registration certificate

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>j) Original or certified copy (certified copies must not be older than 3 months) of valid PSIRA registration certificates of all directors or members or shareholders (Minimum Grade A required)</p> <p>k) Original or certified copy (certified copies must not be older than 3 months) of a valid PSIRA registration certificate of the Operations / Project Manager</p>	Yes / No	PSIRA registration certificates
l) Original police Clearance Certificates for all Directors / Owners / Shareholders valid at the time of bidding	Yes / No	Police Clearance Certificates
m) Original or certified copy (certified copies must not be older than 3 months) of a letter of good standing from Private Security Sector Provident Fund Section 13A, the letter must be valid at the time of bidding.	Yes / No	Letter of good standing from Private Security Sector Provident Fund
n) Original or certified copy (certified copies must not be older than 3 months) of a certificate or license for the bidding organisation from PSIRA to handle patrol and or guard dogs.	Yes / No	PSIRA certificate or license to handle patrol and or guard dogs
o) Proof of current 3 rd party liability insurance for the bidding organisation to the value of R10 million and more (the liability insurance must be current, and letters of intent will not be accepted)	Yes / No	3 rd party liability insurance
p) Submit a detailed roll out plan.	Yes / No	Roll out plan
<p>q) Original or certified copy (certified copies must not be older than 3 months) of the following valid ISO certificates:</p> <ul style="list-style-type: none"> - ISO 9001 - 2015, - ISO 14001 - 2015, - ISO 45001 – 2018 	Yes / No	ISO certificates

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
r) Original or certified copy (certified copies must not be older than 3 months) of ICASA radio communication licence of the company or leased licence (if leased, a legal lease agreement would be required)	Yes / No	ICASA radio communication licence
s) Original or certified copy (certified copies must not be older than 3 months) of SAIDSA Bylaw level 1 and level 3 certificates	Yes / No	SAIDSA Bylaw level 1 and level 3 certificates
t) Original or certified copy (certified copies must not be older than 3 months) of a valid ROC (RPAS Operating Certificate) as per the Civil Aviation Regulations (CAR) 101 of 2011, South African Aviation Authority (SACCA). A leased certificate is accepted (if leased, a legal lease agreement would be required).	Yes / No	RPAS Operating Certificate
u) Original or certified copy (certified copies must not be older than 3 months) of SAPS firearm licenses to possess firearms for business purposes issued in terms of section 20 of the Firearms Act.	Yes / No	SAPS firearm licenses
v) Original or certified copy (certified copies must not be older than 3 months) of bidding company accreditation letter which include a registration number from SAPS Central Firearm Registry (CFR) by juristic person.	Yes / No	Company accreditation letter
w) Original or certified copy (certified copies must not be older than 3 months) of letter of assurance for the bidding company from SAPS Central Firearm Registry (CFR) that will verify the number of firearms against the firearm register.	Yes / No	Letter of assurance
x) Original or certified copy (certified copies must not be older than 3 months) of the	Yes / No	Appointment letter

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
appointment letter of the Armoury Manager .		
<p>y) Original or certified copy (certified copies must not be older than 3 months) of firearm competency certificates and / or training records of the Armoury Manager to handle and use all prescribed firearms for business purposes in terms of the Firearm Control Act (FRA) and / or SASSETA accredited institutions. The following documentation are required:</p> <ul style="list-style-type: none"> - Valid SAPS Firearm Competency Certificate - Accredited Training certificate for use of firearm for business purposes - Unit standard 123511 - Handle and use of self-loading carbine for business purposes - Unit standard 123514 - Handle and use of shotgun for business purposes - Unit standard 123515 - Handle and use of handgun for business purposes - Unit standard 117705 - Legal aspects relating to FCA 	Yes / No	Competency and training certificates
z) Training matrix of annual competency records for Armoury Manager and armed guards as per Regulation 21	Yes / No	Training Matrix

Other Returnable Documents Required:

Other Returnable Documents	Submitted (YES or NO)
a) Proof of Company Registration	
b) Certified Copy of ID Documents of owners/members/directors/major shareholders	
c) Company Profile/s	

d) Attach all supporting documents as required in the Functionality Evaluation criteria included herein	
e) Provide signed reference letters from previous or current clients in the last 10 years	
f) Submit CV's of key personnel	
g) Submit list of qualified personnel with valid Fire arm and dog handler Certificates	
h) Submit company profile that demonstrate the bidding company's historic experience	
i) Submit a list of all PSIRA registered Graded C or higher employees	

MBD 1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID TO PURCHASE THE AFOREMENTIONED GOODS FROM PIKITUP JOHANNESBURG SOC LTD

BID NUMBER:	PIK 053/2024-25	CLOSING DATE:	26 SEPTEMBER 2024	CLOSING TIME:	11H00
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APPOINTMENT OF SERVICE PROVIDER/S SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS-AND-WHEN-REQUIRED FOR ONE MONTH

(REFER ANNEXURE A FOR FULL DETAILS)

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE RFQ BOX SITUATED AT THE PIKITUP TENDER OFFICE, GROUND FLOOR, EAST WING, JORISSEN PLACE BUILDING, 66 JORISSEN STREET, BRAAMFONTEIN.

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					

E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE CERTIFICATE OR SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR OWNERSHIP VERIFICATION FOR PREFERENCE POINTS CLAIMED]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM UNIT	CONTACT PERSON	Xolile Lusithi
CONTACT PERSON	David Muhadi	TELEPHONE NUMBER	071 855 0718
TELEPHONE NUMBER	087 357 1119/20	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	xolilelusithi@pikitup.co.za
E-MAIL ADDRESS	Muhadid@pikitup.co.za		

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B: 3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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

RETURN OF BIDS

Late bids will not be accepted or considered and bids delivered to any other address besides the address stated above will not be considered.

Neither PIKITUP nor any of its employees shall be liable in any way whatsoever for bids that are not placed in the bid box by the closing date and time.

No bid shall be considered unless it is accompanied by sufficient information to show that the goods offered comply with the specification.

Bidders must state the country of origin and the name of the manufacturer of the goods offered. Documentary proof must be produced, if required.

Bidding documents must be completed properly in permanent black ink pen.

VALIDITY PERIOD

Your bid submission must remain valid for a period of 60 days from the closing date of this bid. It will constitute an offer which remains open for acceptance during the validity period.

INFORMATION MEETING

No information meeting is required.

ADJUDICATION OF BIDS

Bids submitted in response to this invitation will be adjudicated by PIKITUP in terms of a supply chain management policy developed in accordance with the requirements of the Municipal

Finance Management Act 56 of 2003 and the PPPFA. Enquiries in respect of the policy should be addressed to the Head of PIKITUP's Supply Chain Management -

CONTRACT

The terms of the proposed contract with PIKITUP are contained in the General Conditions of Contract, the Special Conditions of Contract and any of the sections of these bidding documents in which the bidder makes an undertaking as to its performance. You must read and understand the terms before you submit your bid as you will be bound by the Contract (as described) if your bid is successful. At the time of award, the contract may include other relevant terms and conditions.

ADMINISTRATIVE JUSTICE

In adjudicating bids, PIKITUP shall comply with the requirements of the Promotion of Administrative Justice Act 3 of 2000 and the Promotion of Access to Information Act 2 of 2000, to the extent that these Acts apply to the adjudication by a municipal entity of bids in response to a bid invitation.

INTERNAL APPEAL PROCESS

Following the adjudication of bids and selection of a preferred bidder, and provided that a procurement contract has not already entered into force, any bidder may submit a complaint in writing to the chairperson of the PIKITUP Board of Directors ("the Board") or the Managing Director that PIKITUP has not complied with the requirements of the PIKITUP Supply Chain Management Policy or the PIKITUP Code of Ethics, or has in any respect acted in a way that is irregular. The Chairperson of the Board or Managing Director shall not entertain a complaint unless it was submitted within 20 calendar days of when the supplier or contractor submitting it became aware of the circumstances giving rise to the complaint or of when that supplier or contractor should have become aware of those circumstances, whichever is earlier; or entertain a complaint after the procurement contract has entered into force.

Unless the complaint is resolved by mutual agreement of the bidder and the Chairperson of the Board or Managing Director, the Chairperson of the Board shall, within 30 calendar days after the submission of the complaint, issue a written decision. The decision shall state the reasons for the decision; and if the complaint is upheld in whole or in part, indicate the corrective measures that are to be taken.

The decision of the Chair of the Board shall, subject to the review powers of any competent court, be final.

DECLARATION BY BIDDER:

WE HAVE READ THE CLAUSES SET OUT ABOVE IN THIS OF THE BIDDING DOCUMENTS AND ACCEPT THEIR CONTENTS, SUBJECT TO ANY DECLARATION, WE HEREBY OFFER TO CONTRACT WITH PIKITUP ON THE TERMS SET OUT IN THE BIDDING DOCUMENTS SHOULD WE BE APPOINTED AS THE SUCCESSFUL BIDDER.

WITNESSES:

- 1.
- 2.

AUTHORISED SIGNATURE

CAPACITY OF SIGNATORY

DATE:

MBD 4
ADDRESS.....

DECLARATION OF INTEREST.....

- 1. No bid will be accepted from persons in the service of the state¹.
.....
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritisms, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:

.....

3.2 Identity Number:

.....

3.3 Position occupied in the Company (director, trustee, hareholder²):

.....

3.4 Company Registration Number:

.....

3.5 Tax Reference Number:

.....

3.6 VAT Registration Number:

.....

3.7 The names of all directors / trustees / shareholders members, their individual identity
Numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars

.....

3.10 Do you have any relationship (family, friend, other) with persons
In the service of the state and who may be involved with
The evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between
Any other bidder and any persons in the service of the state who
May be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company's directors, trustees, managers,
Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

3.13 Are any spouse, child or parent of the company's directors?
Trustees, managers, principle shareholders or stakeholders
In service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

3.14 Do you or any of the directors, trustees, managers, Principle shareholders, or stakeholders of this company Have any interest in any other related companies or Business whether or not they are bidding for this contract.

YES / NO

If yes, furnish particulars.....

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

MBD 6.1 (Pikitup version October 2023)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, AND THE PIKITUP SCM POLICY

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The applicable preference point system for this tender is the **80/20** preference point system.
- 1.3 Points for this tender shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals.

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

Points	Tenders R50m and below in value
PRICE	80
PREFERENCE / SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “acceptable tender” means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- (b) “affidavit” is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.
- (c) “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (d) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (e) “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;
- (f) “bid” means a written offer on the official bid documents or invitation of price quotations and “tender” is the act of bidding /tendering;
- (g) “Code of Good Practice” means the generic codes or the sector codes as the case may be;
- (h) “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract; “contract” means the agreement that results from the acceptance of a bid by an organ of state;
- (i) “Disability” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being;
- (j) “Exempted Micro Enterprise” (EME) with an annual total revenue of R10 million or less.
- (k) “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (l) “Historically Disadvantaged Individual (HDI)” means a South African citizen – (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) (“the Interim Constitution”); and / or (2) who is a female; and / or (3) who has a disability: Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI;
- (m) “Integrated Development Plan” (IDP) means a five-year strategic plan required in terms of the Municipal Systems Act, 2000 (Act no 32 of 2000), guiding the City in executing its constitutional mandate.
- (n) “Large Enterprise” is any enterprise with an annual total revenue above R50 million;
- (o) “Locality” means that tenderer or bidder must have business enterprise located within the boundaries of City of Johannesburg (CoJ) Municipal Metropolitan Municipality or Gauteng Province to score points for locality.
- (p) “Lowest acceptable tender” means the tender that complies with all specifications

and conditions of the tender and that has the lowest price compared to other tenders

- (q) “non-firm prices” means all prices other than “firm” prices;
- (r) “People with disabilities” has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act no 55 of 1998)
- (s) “person” includes a juristic person;
- (t) “price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (u) “Qualifying Small Enterprise” (QSE) with an annual total revenue between R10 million and R50 million;
- (v) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (w) “Small, Medium and Micro Enterprises” SMME that bears the same meaning assigned to this expression in the National Small Business Act 1996 (Act 102 of 1996);
- (x) “Specific goals” means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender, and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994.
- (y) “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (z) “tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (aa) “tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions
- (bb) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- (cc) “the Regulations” means the Preferential Procurement Regulations, 2022 (as amended)
- (dd) “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013;

3. THE 80/20 PREFERENCE POINT SYSTEM

3.1 POINTS AWARDED FOR PRICE

3.1.1 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

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

$$P_s = 80 \left(1 - \frac{80/20 \cdot (P_t - P_{min})}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

4. PREFERENCE POINTS AWARDED FOR SPECIFIC GOALS

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

80/20 preference point system				
Specific goals	The specific goals points allocated by Pikitup for this tender	Means of verification	Points allocated for each goal (80/20 system) (Maximum # of points for each goal to be specified by Pikitup)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	Enterprises owned by black people with at least 51% shareholding	Proof of registration on CSD, original or certified copies (not older than three (3) months) of Valid BBEE certificate/ Sworn Affidavit, copy of owner's ID or shareholders' certificate.	5	
2	Enterprise owned by women with at least 51% shareholding	Proof of registration on CSD, original or certified copies (not older than three (3) months) of Valid BBEE certificate/ Sworn Affidavit, copy of owners' ID or shareholders' certificate	5	
3	SMME's (An EME or QSE)	Proof of registration on CSD, original or certified copies (not older than three (3) months) of Valid BBEE certificate/ Sworn Affidavit	5	

4	➤ Enterprises located within the City of Johannesburg Metropolitan Municipality = 5 points ➤ Within Gauteng geographical area = 3 point	CSD certificate, bidding company municipal account statement, letter or statement from the landlord confirming company address	5	
Total (Maximum number of preference points)			20	

(c) then the organ of state must indicate the points allocated for specific goals for both the 80/20 preference point system.

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

Note to tenderers: The tenderer must indicate in the table the points claimed against each goal where provisions are made for preference points to be claimed.

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm:

5.2. Company registration number:

5.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

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

MB

D 8

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
 - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or

SIGNATURE OF TENDERER:
NAME AND SURNAME:
DATE:
ADDRESS:

4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>Audi alter am partum</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ 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 *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - A. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - C. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD 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 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 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: PIKITUP JOHANNESBURG SOC
(Name of Municipality / Municipal Entity) 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 or not 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 consortium³ will not be construed as collusive bidding.

7. In particular, 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 particulars 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

ANNEXURE A

TERMS OF REFERENCE

TERMS OF REFERENCE

PROJECT TITLE	REQUEST FOR QUOTATION FROM MULTIPLE SECURITY (UP TO A MAXIMUM OF FIVE) SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS-AND-WHEN-REQUIRED FOR ONE MONTH- MAXIMUM OF 5 COMPANIES IS REQUIRED
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PART A -Specialised Physical Guarding and TSSS Officers (up to a maximum of eight).

APPOINTMENT OF MULTIPLE SECURITY SERVICE PROVIDERS

The Security Risk Management (SRM) a unit at Corporate Services in Pikitup Johannesburg SOC Ltd would like to appoint potential and accredited security service providers (up to a maximum of twelve service providers) for the provision of specialised security services and other related services through a tender system for a 36 months contract.

The service providers will be required to evaluate existing security risks and to make continuous improvements. In addition, opportunities can be identified where costs can be reduced on security operations.

DELIVERABLE

The provision and management of specialised security personnel and other related security services at PIKITUP's Corporate Head Office, Depots, Landfill Sites, Garden Sites / Drop- Off Centres & Buy Back Centres to protect the assets, fleet, property and its contents thereof. Furthermore, to also protect PIKITUP's employees at those premises. Conduct a security risk assessment and formally document a structured security operational plan in addressing the inherent security risks and threats pertaining to individual site.

BACKGROUND

Pikitup Johannesburg (SOC) Ltd (Pikitup), 100% owned by the City of Johannesburg, and was established on 1 November 2000 in terms of the Companies Act and is mandated to provide integrated waste management services to the residents of Johannesburg. In line with the establishment of Pikitup, the Council utilizes the Environment, Infrastructure and Services Department (EISD) as well as the appointed

Board of Directors, and Group Governance Department to oversee the governance of the company, as well as to regulate it.

Pikitup Security unit manages the contract that provides private security services. This entails, specialized physical guarding, RPAS (Remotely Piloted Aircraft Systems) known as a Drone, specialized intruder alarm-armed response (under 5 minutes), 24/7 SLA monitoring, CCTV and offsite remote monitoring, PTT (Push to Talk) clocking system, protection of our facilities and equipment against theft, vandalism and damage, including the prevention and/or minimizing risk of injury or loss of life of employees and customers.

GENERAL SCOPE OF THE PROJECT

The provision of labour, equipment, material and transport required to effect and provide a comprehensive security service for Pikitup Johannesburg (SOC) Limited that entails:

❖ INCIDENT REPORTING

- Interim incidents are to be reported telephonically to the Responsible Official immediately, and then the summary report must be e-mailed within 24hrs.
- Final incident reports, having concluded the investigation, to be forwarded to the Responsible Official at Pikitup Security Risk Management within 72hrs.
- All reports to be in writing.

The contracted security service providers must report all incidents reportable to SAPS and or JMPD within 24hours.

❖ OPERATIONAL REPORTS

- Action items noted in Occurrence Book must be responded to within 48Hrs.
- Weekly report for preceding week to be submitted electronically by 14h00 on Monday of the week.
- Monthly report for the preceding Month to be submitted electronically by the 3rd of the following month.
- Reports format to be in line with PIKITUP requirements, having considered the type of facility where security services are provided.

❖ ACCESS/ EGRESS (ENTRY/EXIT) POINTS

- Access and Egress Management (access and egress control of all PIKITUP sites)
- Register /Documents to be kept thereat:
 - Occurrence Book (OB)
 - Visitors register
 - Vehicle Register
 - After –Hour Register
 - Asset removal Permit
 - Private Equipment Declaration Register
 - List and Contact Details of Permit.

- Access is to be controlled at all entry/exit points.
- All visitors, including PIKITUP employees not ordinarily occupants at the premises, would be required to sign the visitor's register.
- Where prior arrangements have been made with the security personnel on duty, she/he will be provided with the list of the visitors against which all visitors would have been checked prior being allowed access onto the premises.
- Visitors will only be allowed onto premises once the security personnel on duty have satisfied him/herself of the authenticity thereof. This may vary given type of the facility under management.
- All persons, including PIKITUP employees who are ordinarily occupants at the premises, visiting after business hours must sign an after-hour register.
- Removal of PIKITUP assets not ordinarily associated with outside daily operations, e.g., Information Communication and Technology (ICT) hardware and wheelie bins would have to be authorized by the Regional Manager.

❖ **PERIMETER FENCING**

- To be inspected at least once daily.
- Any stacking of articles around the fence, climbing devices and/or any situation, which may compromise the integrity and effectiveness of the fence to be reported immediately and documented in OB in Red ink.
- Status thereof to form part of monthly operational report.
- Report on any situation, e.g., land grabbers, vagrants along the fence, which threaten or have potential to threaten the integrity and effectiveness of the perimeter fence.
- Entry/exit points to be permanently locked at all times after normal business hours (16H30-07H00)

❖ **PARKING AREAS**

- Guard to undertake constant patrol, especially after normal business hours.
- Guards to check whether vehicle doors and windows are properly secured and locked.
- Guards to undertake daily recon of vehicle thereat to the vehicle register.
- Guards to ensure that all trucks and vehicle parts, including spare wheels, batteries, etc. are always safeguarded whilst the vehicle is in the parking area.

❖ MAIN BUILDINGS (DEPOTS, LANDFILL SITE, GARDEN SITE)

- Guards to undertake constant patrol, especially after normal business hours.
- Guards to check whether facility doors and windows are properly secured and locked
- Any exception must be reported to the Responsible Official at PIKITUP immediately.

❖ STOREROOMS

- Guards to undertake constant patrol thereat, especially after normal business hours.
- Guards to check whether stores doors and windows are properly secured and locked.
- Any exception must be reported to the Responsible Official at PIKITUP immediately.

❖ CLOSE DOWN PROCEDURES

- Contracted security service providers must compile closedown procedures relating to duties to be undertaken by guards on amongst others, the following:
 - Clearing of premises after hours;
 - Ensuring after hour effectiveness of perimeter fence;
 - Vehicle security;
 - Building and facility security, etc,
- These procedures must be communicated to all guards and new guards prior to posting on any specific site and/or facility.

❖ KEY CONTROL

- Guards must maintain a key register if issued with keys.
- Contracted security service providers must ensure that the guards abide by the PIKITUP key control policy.
- The onus to return keys remain with the contracted security service providers at all times.
- Under no circumstances may keys be duplicated without prior authorization by the PIKITUP Manager in writing.

❖ COMMUNICATION

- Guards are to be provided with communication equipment to allow for quick, effective and efficient communication at all times (company must provide).
- Such should be linked to a 24hr manned control room.
- A list of emergencies and after hour's number should be prominently displayed and documented in OB and/or pocket size book.

❖ SECURITY RECORDS

- All the incidents to be registered in the Occurrence Book.

- The Occurrence Book must be counter signed by the supervisor at least once per shift.
- The entry in the OB by the guards must be in black ink and by the supervisor be in red ink.
- Entries in the Occurrence Book requiring action should be in red ink, even if the guards make them.

❖ SUPERVISOR VISITS

- Supervisor to visit at least twice per shift (12hr shift)
- Such visits to be recorded in Red in the Occurrence Book,
- PIKITUP will be also doing a random site inspection checking on SLA Compliance

❖ SECURITY PERSONNEL

- Contracted security service providers are required to operate a 24hr manned control room.
- Security guards must be provided with contract company's identity cards PSIRA cards.
- Security "company" must confirm and prove the validity of all guards' PSIRA registration. Comply with the Labour laws, Home Affairs Act and other relevant laws of South Africa.
- Guard may not work for a period of exceeding 12 hours per day.
- Posting grading and arming of guards would be as per site specification.
- Use of personal firearms by the security guards would have to be sanctioned by PSIRA and a letter thereto to be forwarded to PIKITUP Johannesburg (SOC) Limited, Security Risk Manager.
- All guards are to be posted on time (06h00-18h00 or 18h00 -06h00).
- Guards to receive on the job training prior to posting and at least an annual refresher on- site training. Records thereof to be accessible as and when required by PIKITUP Johannesburg (SOC) Limited, representative.
- Guards must always be neat and presentable whilst on duty.
- Guards must be properly briefed of their job description.
- Site instructions must be pasted in every site.

❖ **SECURITY GUARD DOGS**

- All Security Service Providers performing duties or supplying dogs must strictly comply with the **Performing Animals Protection Amendment Bill no. 4 of 2016, PAPA Act.**
- Deployment of trained and knowledgeable dog handlers with a minimum of a DH-1 Security Guard Dog is mandatory.

❖ **RPAS (REMOTELY PILOTED AIRCRAFT SYSTEMS) KNOWN AS DRONE**

- Contracted security service providers will be required to provide Pikitup with RPAS (Remotely Piloted Aircraft Systems) known as a Drone for intelligence gathering at all Pikitup Sites.
- Recommended Professional Drones must have the following basic features like excellent controls and sensors, auto landing, dynamic homing and orientation control
- Professional Drones must have a built-in battery and replaceable batteries while the other battery is on the charger.
- Professional Drones must be fitted with at least a 12-megapixel camera for photos and you must get at least 1080p or 4K video footage
- The professional drone must be fitted with high end cameras built with axis stabilization that provides smooth and stable recording experience with high quality videos
- Security service providers will be required provide proof of training of all security personnel on the knowledge and understanding of Pikitup standard operation procedure.

SPECIALISED –

Tactical Support Security Services (TSSS) (A vehicle plus 4 guards with fully armed gear)

- A team with fully armed gear (vehicle plus 4 guards)
- They must comply with all PSIRA and other legislations relating to assisting the SAPS and JMPD in their legislated law enforcement roles including by-laws in our illegal dumping spots.
- They (TSSS) must understand that they are not law enforcers but a conduit that provide assistance to the JMPD and SAPS, by making citizen arrest, if and when necessary.
- Security officers must be supplied with uniform in combat style. A more formal corporate uniform may be supplied to officers working in a corporate environment, such as Head Office, etc. Equipment to be kept on- site consists of base station two-way radios for communication with vehicles and control

room as well as portable two-way radios for each roaming or patrolling security office. Each roaming or patrolling. The site must always be equipped with a battery charger to allow for the charging of batteries as and when needed. Security Officers must be equipped with fire arm, pepper spray, baton sticks, hand-cuffs and reflective vests. Reflective vest must be used at night during patrols.

- The support services will be included in the monthly guarding fee consists of regular site visits and patrols on- site during the visits, perimeter checks, regular training of the security officers and response to the site should something adverse occur. Tactical Support warning signs are provided and installed around the outside perimeter of the client sites to act as further deterrent to trespassers. Each site must be equipped with a panic and/ or panic button must be linked to the control room.
- TSSS vehicle (s) also conduct patrols to the areas in which we operate and additional specialized patrols. These vehicle (s) must be equipped with a mobile two-way radio for communication, an LED torch with rechargeable batteries, a high powered search light, a stun gun, a fire extinguisher, a basic first aid kit, hand-cuffs, heavy duty cable ties, a baton stick and GPS navigation. In addition to the equipment on the response vehicles, TSSS must be equipped with pepper spray, hand cuffs, full combat uniform and cell phone-based panic button.

Table: 3 -Tactical Gear:

Security Equipment Ballistic Protection Ballistic Protection Bang Alert Hand Protection Handcuffs Mini DV Video Recorder Skunk Pepper Spray Alarms Skunk Pepper Spray Alarms Stationery Republic Arms Spare Handcuff Key. Skunk Pepper Spray Master Unit Republic Arms Handcuffs Nickel Republic Arms Leg Irons Occurrence Book Helmet Combat Level IIIA Large Skunk Intruder Repeller All Rifle/gun Bags Batteries	Emergency Preparedness To be carried every day Eye Wear Handguns pistols required (not revolvers) Firearm Maintenance Firearms Accessories First Aid Less Lethal Weapons Navigation Old Faithful Holsters Reloading Rope & Security Equipment Ballistic Protection Shotgun Accessories Storage Support Gear TacQM Tactical Ammunition
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1. EVALUATION CRITERIA

- 1.1. PIKITUP will establish a Bid Evaluation Committee (BEC) whose responsibility is to make recommendations to the Bid Adjudication Committee (BAC). The BEC will short list and evaluate the bid in accordance with the criteria below and make recommendations to the BAC and thereafter to the Accounting Officer.
- 1.2. The bid will be evaluated based on pre-compliance requirements, functionality evaluation, and lastly price and preference evaluation in terms of the PPPFA and Preferential Procurement Regulations of 2022.
- 1.3. Bidders are required to demonstrate their ability to do the work by providing detailed previous and current performance reports including landfill operation, human capital, machinery where they performed work of a similar nature. The performance reports must be certified by the previous clients.

1.4. Pikitup reserves the right to verify and request additional reports that were not provided in the bid.

2. PRE-COMPLIANCE EVALUATION CRITERIA

2.1. The appointed Bid Evaluation Committee will validate the list of returnable document as mentioned below for further evaluation to functionality stage.

2.2. Compulsory Returnable Documents Required:

- Bidders may be eliminated for not submitting compulsory returnable documents as stated below in line with Pikitup SCM Policies and Procedure Manual.

Table 4: Compulsory returnable documents required for pre-compliance evaluation:

NB: Pikitup retain the right to verify all submitted documents!

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>b) To enable Pikitup to verify the bidder’s tax compliance status, the bidder must provide;</p> <ul style="list-style-type: none"> • Copy of the Central Supplier Database (CSD) registration, where the CSD is fully tax compliant (CSD must not be older than 3 months); • or indicate their Master Registration Number / CSD Number; where the CSD is fully tax compliant; • or a copy of their Tax Clearance Certificate (TCS); <p>(Note: Refer to MDB 1)</p>		<p>CSD must be in the same business name as the bidding company? CSD must be valid? The Tax status on CSD must be fully compliant? Bidders must ensure that their tax compliant status are continuously updated on CSD. Tax status must be compliant?</p>
<p>b1) Confirmation that the BIDDING COMPANY’S rates and taxes are up to date:</p>		<p>Was a Municipal Account Statement or landlord</p>

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<ul style="list-style-type: none"> Where the property is owned by the bidding company, an original or copy of the Municipal Account Statement of the bidding company confirming that the account is not in arrears for more than ninety (90) days. The correspondence may not be older than 3 months from date of tender closing; or Where the property is leased or arrangements are in place for the bidding company to operate from the landlord's premises, a letter or statement or affidavit from landlord or the landlord's appointed property agent are required, confirming that the bidding company has no disputed account and / or that the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement. 		<p>letter provided for the bidding company?</p> <p>The name and / or addresses of the bidder's statement correspond with CIPC document?</p> <p>Are correspondence recent (not older than 3 months)?</p> <p>Are all payment(s) up to date (i.e. not in arrears for more than 90 days)?</p>
<p>b2) In addition to the above, confirmation is required that rates and taxes are up to date for all the bidding company's <u>Owners / Members / Directors / Major Shareholders:</u></p> <ul style="list-style-type: none"> Where an <u>owner / member / director / major shareholder</u> is not residing within South Africa, an affidavit is required from the <u>owner / member / director / major shareholder</u> confirming the aforesaid Where the property is owned by the <u>owner / member / director / major shareholder</u> an 		<p>Was a Municipal Account Statement(s) or landlord letter(s) provided for ALL the bidding company's (SA based) directors?</p> <p>The names and/or addresses of all directors on statement correspond with CIPC document?</p>

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>original or copy of the Municipal Account Statement of the bidding company confirming that the account is not in arrears for more than ninety (90) days. or</p> <ul style="list-style-type: none"> • Where the property is leased or arrangements are in place for the owner / member / director / major shareholder to reside at the landlord's premises, a letter or statement or affidavit from landlord or the landlord's appointed property agent are required, confirming that the bidding company has no disputed account and / or that the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement. • The above correspondence may not be older than 3 months from date of tender closing. Statements must be on a letter head and dated, and letters or affidavit must be dated and signed. 		<p>Are correspondence recent (not older than 3 months)?</p> <p>Are all payments up to date (i.e. not in arrears for more than 90 days)?</p>
<p>f) Duly Signed and completed MBD forms (MBD 1, MBD 4, MBD 5, MBD 8 and MBD 9)</p> <p>The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.</p>		<p>All documents fully completed (i.e. no blank spaces)?</p> <p>All documents fully signed?</p> <p>Signature authorised (any director / member / trustee as indicated on the CIPC document, alternatively a delegation</p>

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
		<p>of authority would be required? Documents completed in black ink (i.e., no "Tippex" corrections, no pencil, no other colour ink, will be considered)?</p>
<p>g) Approved Financial Statements for the most recent three (3) years or financial statements from date of existence for companies less than three years.</p> <p>NB: The bidder must submit signed audited annual financial statements for the most recent 3 years, or if established for a shorter period, submit audited annual financial statements from date of establishment.</p> <p>If the bidder is not obliged by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit annual financial statements for the most recent 3 years in accordance with any applicable law, or if established for a shorter period, submit annual financial statements from date of establishment. The annual financial statements must be for the most recent three consecutive periods. Where a bidder is established or operational for less than 3 years, documented proof must be provided to confirm the date of establishment or date of operational commencement.</p> <p>If the bidder is not obliged by law to prepare annual financial statements for auditing purposes they must submit their Public Interest Score (PIS) declaration to confirm that Audited Financial</p>	<p><i>(Applicable for tenders above R10m in conjunction with MBD 5)</i></p>	<p><u>Approved Audited</u> financials provided (Audited financials must be signed by auditor)? If not, did the bidder provide proof by means of PIS score that financials must be either independently reviewed or no review required? In PIS score was provided, was the relevant financial statements provided (i.e. independently reviewed or where no review is required)?</p> <p>Where supplier is in existence for less than 3 years, the financial statements for the most recent operational years must be provided, and proof what date the company was registered must be provided, or</p>

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>Statements are not a requirement, together with their Financial Statements for the previous three financial years or since establishment.</p> <p>PIS are as follows:</p> <ul style="list-style-type: none"> - Above 350, Financial Statement to be audited - 100 – 349, Financial Statement must have an independent review. - Less than 100, Financial Statement do not require to be audited nor an independent reviewed. <p>The average of the 3 year's financial statement will be used to calculate financial capability.</p>		<p>proof of operational commencement.</p> <p>Where the company was registered but dormant for a period of time, a certified affidavit is required from the managing director or principal member / trustee.</p>
<p>h) Joint Ventures (JV) – (Only applicable when the bidder tender as a joint venture)</p> <ul style="list-style-type: none"> • Where the bidder bid as a Joint Ventures (JV), the required or relevant documents as per (a) to (h) above must be provided for all JV parties. • In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties. • Note: It is a condition of this bid that the successful bidder will continue with same Joint Venture (JV) for the duration of the contract, unless prior approval is obtained from Pikitup. 		<p>If applicable.</p> <p>JV agreement provided?</p> <p>JV agreement complete and relevant?</p> <p>Agreement signed by all parties?</p> <p>All required documents as per (a to h) must be provided for all partners of the JV.</p>
<p>f) Original or certified copy (certified copies must not be older than 3 months) of certificate or letter of good standing from the Department of Labour /</p>	<p>Yes / No</p>	<p>Certificate or letter of good standing from the</p>

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
COIDA, the letter must be valid at the time of bidding		Department of Labour / COIDA
aa) Original or certified copy (certified copies must not be older than 3 months) of a valid PSIRA registration certificate of the bidding organisation	Yes / No	PSIRA registration certificate
bb) Original or certified copy (certified copies must not be older than 3 months) of letter of good standing for the bidding company from PSIRA (Valid at the time of bidding)	Yes / No	Letter of good standing for the bidding company from PSIRA
cc) Proof of registration with National Bargaining Council for Private Security Sector (NBCPSS)	Yes / No	Valid registration certificate
dd) Original or certified copy (certified copies must not be older than 3 months) of valid PSIRA registration certificates of all directors or members or shareholders (Minimum Grade A required) ee) Original or certified copy (certified copies must not be older than 3 months) of a valid PSIRA registration certificate of the Operations / Project Manager	Yes / No	PSIRA registration certificates
ff) Original police Clearance Certificates for all Directors / Owners / Shareholders valid at the time of bidding	Yes / No	Police Clearance Certificates
gg) Original or certified copy (certified copies must not be older than 3 months) of a letter of good standing from Private Security Sector Provident Fund Section 13A, the letter must be valid at the time of bidding.	Yes / No	Letter of good standing from Private Security Sector Provident Fund

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
hh)Original or certified copy (certified copies must not be older than 3 months) of a certificate or license for the bidding organisation from PSIRA to handle patrol and or guard dogs.	Yes / No	PSIRA certificate or license to handle patrol and or guard dogs
ii) Proof of current 3 rd party liability insurance for the bidding organisation to the value of R10 million and more (the liability insurance must be current, and letters of intent will not be accepted)	Yes / No	3 rd party liability insurance
jj) Submit a detailed roll out plan.	Yes / No	Roll out plan
kk) Original or certified copy (certified copies must not be older than 3 months) of the following valid ISO certificates: - ISO 9001 - 2015, - ISO 14001 - 2015, - ISO 45001 – 2018	Yes / No	ISO certificates
ll) Original or certified copy (certified copies must not be older than 3 months) of ICASA radio communication licence of the company or leased licence (if leased, a legal lease agreement would be required)	Yes / No	ICASA radio communication licence
mm) Original or certified copy (certified copies must not be older than 3 months) of SAIDSA Bylaw level 1 and level 3 certificates	Yes / No	SAIDSA Bylaw level 1 and level 3 certificates
nn)Original or certified copy (certified copies must not be older than 3 months) of a valid ROC (RPAS Operating Certificate) as per the Civil Aviation Regulations (CAR) 101 of 2011, South African Aviation Authority	Yes / No	RPAS Operating Certificate

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
(SACCA). A leased certificate is accepted (if leased, a legal lease agreement would be required).		
oo) Original or certified copy (certified copies must not be older than 3 months) of SAPS firearm licenses to possess firearms for business purposes issued in terms of section 20 of the Firearms Act.	Yes / No	SAPS firearm licenses
pp) Original or certified copy (certified copies must not be older than 3 months) of bidding company accreditation letter which include a registration number from SAPS Central Firearm Registry (CFR) by juristic person.	Yes / No	Company accreditation letter
qq) Original or certified copy (certified copies must not be older than 3 months) of letter of assurance for the bidding company from SAPS Central Firearm Registry (CFR) that will verify the number of firearms against the firearm register.	Yes / No	Letter of assurance
rr) Original or certified copy (certified copies must not be older than 3 months) of the appointment letter of the Armoury Manager .	Yes / No	Appointment letter
ss) Original or certified copy (certified copies must not be older than 3 months) of firearm competency certificates and / or training records of the Armoury Manager to handle and use all prescribed firearms for business purposes in terms of the Firearm Control Act (FRA) and / or SASSETA accredited	Yes / No	Competency and training certificates

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>institutions. The following documentation are required:</p> <ul style="list-style-type: none"> - Valid SAPS Firearm Competency Certificate - Accredited Training certificate for use of firearm for business purposes - Unit standard 123511 - Handle and use of self-loading carbine for business purposes - Unit standard 123514 - Handle and use of shotgun for business purposes - Unit standard 123515 - Handle and use of handgun for business purposes - Unit standard 117705 - Legal aspects relating to FCA 		
<p>tt) Training matrix of annual competency records for Armoury Manager and armed guards as per Regulation 21</p>	Yes / No	Training Matrix

Other Returnable Documents Required:

Other Returnable Documents	Submitted (YES or NO)
j) Proof of Company Registration	
k) Certified Copy of ID Documents of owners/members/directors/ major shareholders	
l) Company Profile/s	
m) Attach all supporting documents as required in the Functionality Evaluation criteria included herein	
n) Provide signed reference letters from previous or current clients in the last 10 years	

o) Submit CV's of key personnel	
p) Submit list of qualified personnel with valid Fire arm and dog handler Certificates	
q) Submit company profile that demonstrate the bidding company's historic experience	
r) Submit a list of all PSIRA registered Graded C or higher employees	

The information contained in the OTHER RETURNABLE DOCUMENTS as indicated in the table above, will be used for scoring in the functionality evaluation purposes.

PRICE AND PREFERENCE POINTS EVALUATION CRITERIA APPLICABLE TO – PART A

Final Proposal will be evaluated on the basis of the Preferential Procurement Regulations of 2022 and the Pikitup SCM Policy on the 80/20 preference point system. The 80/20 preference point system will be as follows:

Price	80
Preference (Specific Goals)	20
TOTAL	100

A maximum of 80 points will be allocated for price on the following basis:

80/20 formula.

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

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

Therefore

Price Points	80	
Preference Points <i>((Points scored by the bidder in terms of specific goals)</i>		20
Total points for Price and Preference		100

3.1 PREFERENCE POINTS AWARDED FOR SPECIFIC GOALS FOR PART A

- 1.1. Preference points will be awarded for specific goals as stated in this tender. For the purposes of this tender the bidder will be allocated points based on the goals stated in the table below as may be supported by documented proof as stated in this tender.
- 1.2. The 80/20 preference point system will apply for part A. In the case where it is unclear whether the 80/20 preference point system applies the highest scoring acceptable tender will be used to determine the applicable preference point system.
- 1.3. The following specific goals are determined by Pikitup for this tender with the intent to promote HDI and the local economy.

Note to bidders:

- The bidder must complete and indicate in MBD 6.1 the points claimed against each specific goal according to provisions made for preference points to be claimed as indicated in Table 6 above.
- The maximum number of points that may be claimed for each goal are indicated above in the last column.
- Where the points allocated for a specific goal is “0” or indicated “N/A”, that specific goal is not applicable for this tender and no points may be claimed for that goal.
- The total number of points claimed may not exceed the maximum of 10 points where the 90/10 preference point system applies.

3. PRICE AND PREFERENCE POINTS EVALUATION CRITERIA PART B AND PART C

The evaluation will be based on the 80/20 system in accordance with National Treasury revised Preferential Procurement Regulations, 2022 and the Pikitup SCM Policy.

Bidders will be evaluated on the 80/20 Price and Preference Point System.

Price Points **80**

Preference Points (See Preference Points Table below) **20**

Total points for Price and Preference **100**

1.1. PREFERENCE POINTS TO BE AWARDED FOR SPECIFIC GOALS

- The bidder will be allocated points based on the goals stated in the table below as may be supported by documented proof as stated in the invitation for quotation.
- For example, the following specific goals are determined by Pikitup with the intent to promote historical disadvantaged individuals (HDI) and the local economy.

Table: 6 Specific goals for preference points

Specific	The specific goals points allocated by Pikitup for this tender	Means of verification	Points allocated for each goal (80/20 preference point system)
Goal 1	Enterprises owned by black people with at least 51% shareholding	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of owners ID, or shareholders certificate	5
	Enterprise owned by women with at least 51% shareholding	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of owners ID, or shareholders certificate	5
Goal 2	SMME's (An EME or QSE)	CSD, Valid BBBEE certificate, Affidavit sworn under oath	5
	Enterprises located within the City of Johannesburg Metropolitan Municipality	CSD certificate, bidding company municipal account statement, letter or statement from the landlord confirming company address	5
Total (Maximum number of preference points)			20

SITE INSPECTION, PHYSICAL VERIFICATION AND DUE DILIGENCE PART A

NOTE: ONLY BIDDERS WHO OBTAIN AT LEAST 70 POINTS DURING THE INITIAL FUNCTIONALITY EVALUATION CRITERIA WILL BE CONSIDERED FOR THE SITE VERIFICATION AND FUTURE EVALUATION.

SITE INSPECTION / VERIFICATION		Comply	Not comply
A working Control Room with the working resources as specified herein Bidders are required to show proof of the functionality of their Analogue 2-way Radio Communication registered with ICASA, or Provide Demonstrate proof of functionality of their Digital PTT Communication registered with ICASA. Resources / Varied Monitoring Systems (Physical inspections and tests will be done at the Bidders offices)	Working ICASA licenced 2-way radio or PTT communication system		
	Live Alarm Monitoring System		
Firearms and licences	More than 20		
Branded Vehicles, licences and monitoring/tracking	More than 4		
Online /live Guard's patrol system (Points clocking)	Online /live Guard's patrol system (Points clocking)		
SAIDSA Bylaw 1 and 3 Certification	All Bylaws		
Compliance criteria: Any bidder that does not fully comply with the site visit criteria will not be considered for further evaluation			

PIKITUP reserves the right to do a site visit on shortlisted Bidders. The site visit will include inspection of Bidders Control Room, Armoury, armed reaction services, and verification verification of information submitted in the bid document. PIKITUP evaluation team will also use the spreadsheet indicated in Appendix 1 of the TOR to score the Bidders according to SAIDSA Bylaw level 1 and 3 requirements.

PRICING INSTRUCTIONS:

- BIDDERS MUST QUOTE FOR ALL ITEMS IN THE RELEVANT PART OF THE PRICING SCHEDULE

NB: PLEASE ENSURE THAT YOUR PRICES ARE IN LINE WITH PSIRA RATE

Pikitup Site Allocations	Armed Guard/Day	Armed Guard Day
Cognizant Security SSP Posting		
Avalon Depot	2	2
Circle	2	2
Philippi	0	0
Allie	1	1
Main (Klipspruit)	2	2
Nirvana	1	1
Bangalore	0	0
Flamingo Garden Site	2	2
Leo	2	2
Hospital Hills	1	1
Migson Manor	1	1
Zakariyya Park/ Tumeric	0	0
Orange Farm	2	2
Orange Farm garden site	0	0
Ennerdale Landfill	2	2
Costs per Month		

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Pikitup Site Allocations	Armed Guard/Day	Armed Guard Day
Bhekani Abantu Security SSP Posting		
Zondi	2	2
Mapetla Gareden Site	2	2

Naledi Buy Back(Reashuma)	2	2
Goudkoppies Landfill	2	2
Roodepoort	2	2
Panorama Compost Plant	2	2
Panorama Garden Site	2	2
Penny Road	2	2
Marie Louise Landfill	2	2
Total	18	18
Costs per Month		

34

Pikitup Site Allocations	Armed Guard/Day	Armed Guard Day
Goodwork Security SSP Posting		
Marlboro	2	2
Barley Claire	2	2
Woodmead	2	2
Linbro Park	2	2
Midrand	2	2
Linbro Park Landfill	2	2
Diepsloot Satellite Depot	2	2
Ivory Park Satellite Depot	2	2
Cedar Road	2	2
Dale Road	0	0
Falcon	0	0
Tuinfluter	0	0
Spreeu	0	0
Strandloper	0	0

Total	18	18
Costs per Month		

34

Pikitup Site Allocations	Armed Guard/Day	Armed Guard Day
Kya Guards Security SSP Posting		
Norwood Depot	2	2
Kya Sands Landfill	2	2
Norwood	2	2
Bezvalley	2	2
Randburg Depot	2	2
Randburg Graden Site	2	2
Waterval Depot	2	2
Heylon Hill Depot	2	2
Fairlands	2	2
Victory Park	0	0
Ashburton	0	0
Babiana	0	0
Disa	0	0
Total	18	18
Costs per Month		

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Pikitup Site Allocations	Armed Guard/Day	Armed Guard Day
Will to Win Security SSP Posting		
Selby Depot	2	2
Robinson Deep Landfill	2	2
Southdale Depot	2	2

East Road	2	2
Robertsham	2	2
Mondeor	2	2
Meredale	2	2
Mayfield Park	2	2
Central Camp Depot	2	2
Orlando East garden Site	0	0
Total	18	18
Costs per Month		

34

NB: PLEASE ENSURE THAT YOUR PRICES ARE IN LINE WITH PSIRA RATE

Please ensure that you provide a total of each monthly cost for easy evaluation.

First Month Total Cost

Sub Total Amount: R

Vat 15%: R

Total Amount: R

Second Month Total Cost

Sub Total Amount: R

Vat 15%: R

Total Amount: R

57

Third Month Total Cost

Sub Total Amount: R

Vat 15%: R

Total Amount: R

GRAND TOTAL AMOUNT: R

