



**Chief Directorate: Supply Chain and Facilities Management**

**Directorate:** Demand and Acquisition Management; **Sub-Directorate:** Acquisition Management

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## **ADDENDUM 1**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT (DALRRD) FOR THE FREE STATE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**BID NUMBER: 5/2/2/1- DALRRD 0007(2022/2023)**

### **Index**

**1. The pricing schedule is revised with the following changes:**

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**No. 11 Heeren Street, Mercantile Building Lejweleputswa District, Welkom.**

**Grade C - did not make provision for night shift and day shift on public holidays/ Sundays**

**See attached addendum for the changes**

**2. Page 36 of 60 paragraph 10, On the evaluation criteria it should be in accordance with 80/20 preference points and not 90/10 as stipulated in the document.**

**NB: FAILURE TO SUBMIT THE REVISED ADDENDUM WILL RENDER YOUR BID NON-RESPONSIVE**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT (DALRRD) FOR THE FREE STATE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**ACCEPTANCE AND INCORPORATION OF ADDENDUM**

I/We accept that Addendum No 1 forms part of the Tender Documents.

I/We confirm that I/we -

- (a) have noted the contents of this Addendum
- (b) have fully considered this Addendum
- (c) have incorporated the amendments and additions contained in this Addendum in my/our Tender for Tender No. **Bid number: 5/2/2/1- DALRRD 0007(2022-2023)**

SIGNED ON BEHALF OF THE TENDERER..... :

NAME OF SIGNATORY (BLOCK LETTERS)..... :

NAME OF TENDERER (BLOCK LETTERS)..... :

TENDERER'S ADDRESS : .....  
.....

TENDERER'S TEL NO : .....

TENDERER'S FAX NO : .....

SIGNATURES OF WITNESSES : 1. ....  
2. ....

NAMES OF WITNESSES (BLOCK LETTERS) : 1. ....  
2. ....

DATE : .....

Initials .....

**SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES**

<b>No. 11 Heeren Street, Mecantile Building Lejweleputswa District, Welkom</b>		<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>AVERAGE NUMBER OF DAYS PER MONTH</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL</b>
<b>Grade C</b>	<b>QUANTITY REQUIRED</b>	<b>R</b>				<b>R</b>
FOR A NORMAL DAY SHIFT - MON TO FRI	2		12	21	36 months	
FOR A NORMAL NIGHT SHIFT - MON TO FRI	2		12	21	36 months	
FOR A DAY SHIFT ON SATURDAY	2		12	5	36 months	
FOR A NIGHT SHIFT ON SATURDAY	2		12	6	36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	5	36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS	2		12	6	36 months	
<b>ALL INCLUSIVE SUB- TOTAL</b>						<b>R.....</b>

**SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES**

<b>Grade B (Supervisor)</b>	<b>QUANTITY REQUIRED</b>	<b>ALL INCLUSIVE HOURLY RATE PER GUARD</b>	<b>NUMBER OF HOURS ALLOCATED PER SHIFT</b>	<b>AVERAGE NUMBER OF DAYS PER MONTH</b>	<b>CONTRACT DURATION</b>	<b>SUB- TOTAL</b>
FOR A NORMAL DAY SHIFT - MON TO FRI	1		12	21	36 months	
<b>ALL INCLUSIVE SUB- TOTAL</b>						<b>R.....</b>



## agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE DIRECTORATE: PHYSICAL SECURITY AND SPECIAL EVENTS  
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### TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT (DALRRD) FOR THE FREE STATE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

#### 1. BACKGROUND

The DALRRD has various offices in the Free State Province which require security guarding services.

#### 2. SCOPE

2.1 The DALRRD requires security guarding services at the following offices in Free State:

FREE STATE OFFICES: PHYSICAL ADDRESS	TOTAL OFFICES
Corner Aliwal And Nelson Mandel Street Deeds Bloemfontein	1
136 Charlotte Maxeke Street, Sa Eagle Building	1
76 Aliwal Street, Omni Centre Surveyor General And SPI	1
Thaba Nchu College, Narysec	1
No. 11 Heeren Street, Mecantile Building Lejweleputswa District, Welkom	1
17a President Boshoff Street, Thabo Mofuntsanyane District, Bethlehem	1
Fichard Street, Fichard Building, Fezile Dabi District, Sasolburg	1
116 Church Street, Bloemfontein	1
RLCC: Corner Aliwal And Mandela Str, Bloemfontein	1
<b>TOTAL FOR FREE STATE PROVINCE</b>	<b>9</b>

**NB: The security guarding must be rendered 24 hours per day, 7 days per week, and 365 days per year in all offices.**

2.2 The appointed service provider must have an established security control room.

2.3 Furthermore, the appointed service provider must have a fully functional control room in the Province that they bid for before the commencement of the contract to support the operations and services (**refer to paragraph 20**).

2.4 As an additional service, the appointed service provider may be required to provide security guarding services at farms/projects and or any other property of the

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT (DALRRD) FOR THE FREE STATE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

proof/letter of intent/quotation from registered insurers. The Public Liability cover must be for a minimum value of R 1 000 000 (R1 million) for the duration of the contract.

**NB:** If Service Providers opt to submit a comprehensive insurance cover, it **MUST** include **PUBLIC LIABILITY** to the value of R 1 000 000 (R1 million), if the comprehensive insurance cover does not explicitly indicate PUBLIC LIABILITY it will render the bid proposal to be non-responsive.

8.1.7 Attendance of the compulsory briefing session.

8.1.8 A fully completed pricing schedule on the prescribed template must be submitted. (i.e. SBD 3 – pricing schedule)  
**(NB: NO OTHER PRICING TEMPLATE WILL BE ACCEPTED)**

## 9 PRICING SCHEDULE

9.1 Pricing schedule must be in rand monetary value (**SBD 3 – pricing schedule**).

9.2 For emergency or any ad hoc services, the approved bid rates will be applicable.

9.3 The DALRRD will only consider Department of Employment and Labour annual gazetted PSIRA increase for the duration of the contract.

## 10 EVALUATION CRITERIA

This bid shall be evaluated in three stages. During the first stage bids will be evaluated on functionality, the second stage evaluation is a site inspection and the third stage in accordance with **80/20** preference points system as stipulated below:

### 10.1 FIRST STAGE -EVALUATION OF FUNCTIONALITY

The evaluation of the functionality will be evaluated individually by members of Bid Evaluation Committee in accordance with the below functionality criteria and values:

The applicable values that will be utilized when scoring each criterion ranges from **1 being poor, 2 average, 3 being good, 4 very good and 5 being excellent.**