



TENDER FOR SECURITY SERVICES

Closing Date: Thursday ,30 March 2023
Closing Time: 15:00 pm

Name of Tenderer:	
Tel. No.:	
Address:	
Email:	

<p><u>Company:</u></p> <p>Siza Water (RF) (PTY) LTD PO Box 1635, Ballito, 4420</p>	<p><u>General & Procurement Enquiries</u></p> <p>Name: Mandisa Songca Contact details: 032 946 7234. Email: siza.buyer@sizawater.com</p>
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1. TENDER NOTICE AND INVITATION TO TENDER

Tenders are hereby invited for the **SECURITY SERVICES TENDER**.

Bid documents will be obtainable from Siza Water Ballito Offices, **Suite 1-4, Rey park House, Rey's Place, Avondale, Ballito**, will also be emailed upon request on **siza.buyer@sizawater.com** and will also be available on the company website **www.sizawater.co.za**.

Only Entities with the necessary capacity to handle a contract of this nature/size and satisfy all the requirement of the tender as contained in the tender document are eligible to tender.

Duly completed tenders enclosed in a sealed envelope marked **SECURITY SERVICES TENDER, CLOSING DATE: 30 MARCH 2023** with the name of the tenderer, shall be deposited in the tender box provided at the offices of Siza Water in Ballito.

There will be a compulsory site meeting on Friday, the 17th of March 2023, at Frasers WWTW at 09H00

Queries relating to the issue of these documents and technical matters may be addressed to **Mandisa Songca, Tel No. 032 946 7234, e-mail: siza.buyer@sizawater.com**.

Tenders may only be submitted on the tender documentation that is issued. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Siza Water is not obliged to accept the lowest or any tender and reserves the right to accept any tender, part of any tender, or more than one tender.

Employer: **SIZA WATER**
PO Box 1635,
Ballito,
4420

2. TENDER DATA

The company is **Siza Water**.

The company's agent is:
Mandisa Songca
PO Box 1635, Ballito, 4420
Tel: 032 946 7234
E-mail: siza.buyer@sizawater.com

Only those tenderers who satisfy the following criteria are eligible to submit tenders:

1. Have the necessary skills and capacity to manage and perform the contract.
2. Previous experience on contracts of a similar value and nature
3. Have the necessary financial capacity.

No alternative tender offers will be considered.

Parts of each tender offer communicated on paper shall be submitted as an original.

The company's address for delivery of tender offers and identification details to be shown on each tender offer package are:

Location of tender box: Siza Water Ballito Office, Admin Area
Physical address: Suite 1-4, Reypark House, Rey's Place, Avondale, Ballito
Identification details: Siza Water tender for **SECURITY SERVICES**.

The closing time for submission of tender offers is as stated on the Cover Page.

Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.

The tender offer validity period is 90 days. The quoted pricing shall be fixed for the duration of the contract

The tenderer is required to submit with his tender all the documents listed on the checklist page (10), if not submitted, tenderer may lose points.

Location of the work will be our concession area (Ilembe District)

Tender Committee will open tenders together and decisions will be based on Qualitative & Quantitative aspect of each contractor.

There will be no public opening.

By completing this tender, you accept to contract to Siza Water Company (Pty) Ltd or its successor in title on unaltered terms and conditions as contained in this document and will be bound to finish all work as tendered for herein.

3. STANDARD CONDITIONS OF THE TENDER

General

1.1 Actions

The company and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out, timeously and with integrity, and behave equitably, honestly, and transparently.

1.2 Tender Documents

This is the only document issued by the company for the purpose of a tender offer.

1.3 Interpretation

1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

1.3.3 For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

- a) **comparative offer** means the tenderer's financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration
- b) **corrupt practice** means the offering, giving, receiving, or soliciting of anything of value to influence the action of the company or his staff or agents in the tender process; and
- c) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the company, including collusive practices intended to establish prices at artificial levels
- d) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

1.4 Communication and company's agent

Each communication between the company and a tenderer shall be to or from the company's agent only, and in a form that can be read, copied, and recorded. Writing shall be in the English language. The company shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the company's agent are stated in the tender data.

1.5 The company's right to accept or reject any tender offer.

1.5.1 The company may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The company shall not accept or incur any liability to a tenderer for such cancellation and rejection but will give written reasons for such action upon written request to do so.

2 Tenderer's obligations

2.1 Eligibility

Submit a tender offer only if the tenderer complies with the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with company.

2.2 Cost of tendering

Accept that the company will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.

2.3 Check documents

Check the tender documents on receipt for completeness and notify the company of any discrepancy or omission.

2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the company only for the purpose of preparing and submitting a tender offer in response to the invitation.

2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

2.6 Acknowledge addenda.

Acknowledge receipt of addenda to the tender documents, which the company may issue, and if necessary, apply for an extension to the closing time stated in the tender data, to take the addenda into account.

2.8 Seek clarification.

Request clarification of the tender documents, if necessary, by notifying the company at least 3 working days before the closing time stated in the tender data.

2.9 Pricing the tender offer.

2.9.1 Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer before the closing time stated in the tender data.

2.9.2 Show VAT payable by the company separately as an addition to the tendered total of the prices.

2.9.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

2.9.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

2.10 Alterations to documents

Not make any alterations or additions to the tender documents, except to comply with instructions issued by the company, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

2.11 Alternative tender offers

2.11.1 Submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the tenderer proposes.

2.11.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the company.

2.12 Submitting a tender offer.

2.12.1 Submit a tender offer to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

2.12.2 Return all returnable documents to the company after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing in black ink.

2.12.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the company.

2.12.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The company will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the company shall hold liable for the purpose of the tender offer.

2.12.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked “financial proposal” and place the remaining returnable documents in an envelope marked “technical proposal.” Each envelope shall state on the outside the company’s address and identification details stated in the tender data, as well as the tenderer's name and contact address.

2.12.7 Accept that the company shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.13 Information and data to be completed in all respects. Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the company as non-responsive.

2.13 Closing time.

2.13.1 Ensure that the company receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. The company shall not accept tender offers submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the tender data.

2.13.2 Accept that, if the company extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

2.14 Tender offer validity

2.14.1 Hold the tender offer(s) valid for acceptance by the company at any time during the validity period stated in the tender data after the closing time stated in the tender data.

2.14.2 If requested by the company, consider extending the validity period stated in the tender data for an agreed additional period.

2.15 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the company during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the total of the prices or substance of the tender offer is sought, offered, or permitted. The total stated by the tenderer shall be binding upon the tenderer.

Note: Sub-clause 2.15 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Company elect to do so.

2.16 Check final draft.

Check the final draft of the contract provided by the company within the time available for the company to issue the contract.

2.17 Return of other tender documents

If so, instructed by the company, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

2.18 Certificates

Include in the tender submission or provide the company with any certificates as stated in the tender data.

3 The company's undertakings

3.1 Respond to clarification.

Respond to a valid request for clarification refer Par 2.8 within two days of receiving the request and notify all tenderers who drew procurement documents.

3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date of the Tender Notice until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Company may grant such extension and, will then notify it to all tenderers who drew documents.

3.3 Opening of tender submissions.

3.3.1. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

3.3.2 For public tenders, announce at the opening held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main tender offer only.

3.4 Two-envelope system

3.4.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders.

3.4.2 Evaluate the quality of the technical proposals offered by tenderers, then only open financial proposals of tenders who remain in contention for the award of the contract.

3.5 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price, and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

3.6 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

3.7 Test for responsiveness

Determine, on opening and before detailed evaluation, whether each tender offer properly received:

- a) meets the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Company's opinion, would:

- detrimentally affect the scope, quality, or performance of the works, services or supply identified
In the Scope of Work,
- change the Company's or the tenderer's risks and responsibilities under the contract, or
- affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

3.8 Arithmetical errors

Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- If a bill of quantities (or schedule of rates) applies and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate will be corrected.
- Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if a bills of quantities applies) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of his arithmetical errors in the manner described above.

3.9 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

3.10 Evaluation of tender offers

3.10.1 General

Appoint an evaluator, reduce each responsive tender offer to a comparative offer and evaluate it using the tender evaluation method that is indicated in the Tender Data.

3.11 Insurance provided by the company.

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the company to provide.

3.12 Acceptance of tender offer

3.12.1 Tender Offers will only be accepted on condition that:

- (a) the tender offer is signed by a person authorized to sign on behalf of the tenderer.
- (b) Documents listed on the Tender Data page and Checklist are on file or has been submitted with the tender.

- (c) a Tenderer who submitted a tender as a Joint Venture has included an acceptable Joint Venture agreement with his tender.
- (d) The Tenderer or a competent authorized representative of the Supplier who submitted the tender has attended the compulsory clarification meeting or site inspection if there was any held;
- (e) The Tenderer or any of its principals is not listed on the register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- (f) The Tenderer has not abused the Company's Procurement Policy or has failed to perform on any previous contract and has been given a written notice to this effect;
- (g) The Tenderer or any of its principals, directors or managers is not employed in the service of the Company's and/or its holding company and/or fellow subsidiary and associates.
- (h) The Company is satisfied that the Tenderer or any of his principals have not influenced the tender offer and acceptance by the following criteria:
 - i. having offered, promised or given a bribe or other gift or remuneration to any person in connection with the obtaining or execution of this contract.
 - ii. having acted in a fraudulent or corrupt manner in obtaining or executing this contract.
 - iii. having approached an officer or employee of the Company or the company's Agent with the objective of influencing the award of a contract in the Tenderer's favor.
 - iv. having entered into any agreement or arrangement, whether legally or not, with any other person, firm or company to refrain from tendering for his contract or as to the amount of the Tender to be submitted by either party.
 - v. having disclosed to any other person, firm or company other than the Company, the exact or approximate amount of his proposed Tender.
 - vi. The Company may, in addition to using any other legal remedies, repudiate the Tender offer and acceptance and declare the Contract invalid should it have been concluded already.

3.12.2 Notify the successful tenderer of the company's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the company and the successful tenderer as described in the form of offer and acceptance.

3.13 Notice to unsuccessful tenderers

After the successful tenderer has acknowledged the company's notice of acceptance. Upon request, notify other tenderers that their tender offers have not been accepted.

4. TENDER SCORING

Siza Water awards tenders based on the scoring method. Siza Water scores contractors according to their locality, pricing, BEE status, previous work experiences and capability to perform required project.

1. Preferential Procurement System

The scoring system will be split between the following:

- 80/20 scoring system for contracts up to the value of R 200 000 (Invited tender)
- 90/10 scoring system for contracts exceeding the value of R 200 000 (either invited or public tender)

Contracts or tenders up to a value of R 200 000 (80/20)

- A) 80 potential points for price and functionality
- B) 10 potential points for BEE Level
 - 10 points for a BEE level score of Level 1
 - 07 points for a BEE level score of Level 2
 - 04 points for a BEE level score of Level 3
 - 01 point for a BEE level score of Level 4
- C) 3 potential points for companies with females and/or disabled persons
- D) 7 potential points for local suppliers (Businesses within the Ilembe District Municipality)

Contracts or Tenders exceeding the value of R 200 000 (90/10)

- A) 90 potential points for price and functionality
- B) 05 potential points for BEE Level
 - 05 points for a BEE level score of Level 1
 - 04 points for a BEE level score of Level 2
 - 02 points for a BEE level score of Level 3
 - 01 point for a BEE level score of Level 4
- C) 03 potential points for companies with females and disabled.
- D) 02 potential points for local suppliers (Businesses within the Ilembe District Municipality)

- 1.1 No preferential points will be scored for any company having a BEE level of between level 5 and Level 8

- 1.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 1.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 1.4 A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an Unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 1.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

Points scored for price of tender under consideration (PS)

$$PS = 90(1 - \frac{Pt - Pmin}{Pmin})$$

Pmin

Where:

Pt is the rand value of offer / tender for consideration.

Pmin is the rand value of the lowest acceptable tender.

Adjudicating using a points system

- (b) The bidder obtaining the highest number of total points will be awarded the contract.
- (c) Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- (d) Points scored must be rounded off to the nearest 2 decimal places.
- (e) In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- (f) However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

- (g) Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- (h) Siza Water reserves the right not to accept the lowest tender.

Payments

- 1.1 Siza Water standard conditions of payment shall apply (30 days from receipt of invoice/Payment certificate).
- 1.2 Should a contractor be awarded a tender and the contractor is unable to perform the project or should there be no progress on the job of more than five days in succession ,or cumulative for more than two weeks, Siza Water has the right to cancel the contract, revoke the purchase order given and allow for a second tenderer to progress with the work. The contractor will bare the cost of the work completed to date.
- 1.3 No advanced payments will be granted by Siza Water.

5. SUB-CONTRACTING

1 Will any portion of the contract be sub-contracted? YES / NO (circle the one applicable)

1.1 If yes, indicate:

- (i) What percentage of the contract will be subcontracted?.....%
- (ii) The name of the sub-contractor?.....
- (iii) The B-BBEE status level of the sub-contractor?Please attach a valid BEE Certificate
- (iv) Whether the sub-contractor is an EME? YES / NO (circle the one applicable)

2. A person will not be awarded points for B-BBEE status level if it is indicated in the bid document that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

3. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. TENDER SPECIFICATION

SECURITY SERVICES FOR FRASERS AND SHEFFIELD TREATMENT WORKS.

SCOPE OF WORK:

General scope of work shall be to supply all labour, materials, equipment, and incidentals necessary to provide appropriate unarmed security guard services at the FRASERS and SHEFFIELD WWTW. Use and maintain a Bloodhound monitoring system (or approved equal) to ensure the guard conducts perimeter checks.

General performance criteria shall include but not limited to providing an unarmed security guard service to:

- Control access to the Treatment Plants during hours specified.
- Perform inspection, detection and investigation of all security-related incidents, violations of regulations and matters of safety and report same to the Head of the DEPT and Siza Water Management.
- Prepare and submit written reports as directed.
- Respond promptly and appropriately to all security-related emergencies.

Required Duties:

- Siza Water requires unarmed security services for the 2 Treatment Works, The Contractor shall supply and provide maintenance Bloodhound monitoring system (or approved equal) tracking system.
- Unarmed security services are required 24 hours per day; 7 days per week throughout the entire year and Quarterly rotation of the security guards must be done. An adequate number of security officers are required to meet the schedule described above.
- If for any reason the security officers cannot meet the required schedule, the Contractor shall notify the designated Dept Head and Siza Management at least 24 hours in advance.

Specific security officer duties include but are not limited to:

1. Patrol the entire facility including the perimeters checks 2 hourly afterhours, public Holidays, and weekends to provide a visible presence to discourage vandalism or unauthorized entry.
2. Random Alcohol testing of all entering the Treatment Works and compulsory of any person enters the Works after normal working hours AND WEEKENDS
3. Random searching of vehicles during office hours and compulsory searches after hours, weekends and public holidays
4. Bloodhound monitoring system (or approved equal) information shall be accessible for Siza Water to review at the end of each shift and sent to Dept Head and Management weekly.
5. Notify SAPS immediately of any unlawful activity.
6. Admit only authorized personnel to the Treatment Works during and after normal working hours.
7. Hand out day passes to visitors and fill out the provided paperwork for the day.

8. Question and check ID of anyone who enters the premises after normal working hours and record said entry on daily report document.
9. All security officers must be prompt and on time and Shift handover between guards must be done with every shift.
10. Security officers shall wear uniform with name badges.
11. Vehicles shall always have visible company identification.
12. Security officers shall be equipped with portable communication devices permitting 24-hour communication with company headquarters and/or with appropriate law enforcement agencies and other designated contacts.
13. Security officers are not allowed to loiter in the office or standby areas.

Reports

- Contractor shall complete and submit a Daily Report form to Dept Head and Siza Management upon completion of each daily shift.
- Immediate reporting of security issues to Dept Head and Siza Management in the event of an unusual occurrence, the Contractor shall submit an Incident Report to Siza Water along with the Daily Report form.
- The contractor may use Contractor's forms, subject to prior approval of Siza Water Management
- The contractor will submit a printed hard copy of the data from the Bloodhound system weekly to the Dept Head and Siza Management.
- All reports prepared during the term of this Contractor shall become the property of Siza Water.
- Recommendations to improve site security.

Personnel:

Security officers assigned to perform work under this Contract shall always wear uniforms. These uniforms must clearly identify the name of the security Contractor and the name of the individual security guard. This identification may be accomplished using shoulder patches, silk screening or stitched company emblems, insignias, or logos.

Security officers employed by the Contractor to perform work under this Contract shall:

- Be able to communicate effectively in both written and oral English.
- Be physically and emotionally capable of performing the assigned tasks.
- Have no criminal record.
- Siza Water expressly retains the right to request any specific Contractor personnel be precluded from providing services to Siza Water under this Contract. Siza Water is not required to provide any reason for requested removal of specified Contract personnel. The contractor shall effectuate removal of the requested Contractor personnel within three (3) business days.

Equipment

Contractor shall furnish all equipment necessary to perform the work as described herein. All equipment shall be kept in good repair and shall conform to all legal requirements.

Required equipment shall include but not be limited to:

- Vehicle to perform security inspections during shifts.
- Radio communication equipment. Contractor shall maintain a radio communication system providing for direct voice communication between the security patrol officer, a central dispatch center and SAPS.
- Flashlight.
-

Contractor will provide a full Bloodhound system or tracking type system that Siza Water can review, it must be user friendly. Contractor will provide tags of bar codes for the numbered locations. Contractor will be responsible for maintaining all provided assigned equipment and replacing broken or lost equipment at their own cost.

Start of work Shift:

At the start of each work shift the Contractor's security officer shall document the time of arrival and discuss any significant security matters with the security officer from the previous shift.

End of work Shift:

At the end of each work shift the Contractor's security officer shall advise the Head of the Dept and Siza Water Management of any incidents or events that occurred during the previous work shift, regardless of the severity of the incident. All written reports prepared during the shift shall be submitted to the Dept Head and Siza Management and/or deposited in the designated mailbox at the end of the work shift.

Change of Work Shift:

The Contractor shall ensure that continuous coverage is maintained during shift changes. Under no circumstances, will there be a total absence of security service personnel during the hours covered by this Contract.

Performance Duties:

The Contractor shall be provided with a current copy of all Names of employees, Operational Risks of the site and Company Procedures/requirements and protocols. The Contractor shall ensure that any and all security officers assigned to perform the work under terms of this Contract are familiar with and have read and understand all such Procedures and company requirements
Work to be performed shall consist of providing a security officer to perform security services as described herein:

General:

1. Supervise and control access to the Waste Water Treatment Works as instructed.
2. Provide security inspections, scheduled rounds to tracking system locations as designated, detection and investigation of buildings, grounds and perimeter checks of the Treatment Works.
3. Contact the Head of the Dept and Siza Management, police and/or other emergency response personnel as required in the event of an emergency.
4. Report any actions taken by the security guard regarding any rule enforcement, or emergency, in writing to the Head of the Dept and Siza Water Management
5. Security officers shall always remain on the Siza Water premises throughout the duration of the shift.

Emergencies:

- Security officers shall respond to all requests for emergency assistance regardless of the nature of the emergency.
- Upon determination of the nature of the emergency, the security officer shall immediately notify the appropriate law enforcement agency, fire department and/or medical aid provider as required.

SECURITY SERVICES TO SHAKASKRAAL OFFICE

SCOPE OF WORK:

General scope of work shall be to supply all labour, materials, equipment and incidentals necessary to provide appropriate unarmed security guard services at the SHAKASKRAAL OFFICE. Use and maintain a Bloodhound monitoring system (or approved equal) to ensure the guard conducts perimeter checks.

Required Duties

- Proof of Competency Training of guards.
- Proof of continuous communication between sides and their control room- 2 way radio system and cell phones.
- Proof of their background checks on the guards
- Ensure the back door is locked upon arrival of the cashier and the interlinking door between cash office and customer.
- Security guard to be always on guard at the front door, not to be loitering in the cash office. Except for the use of toilet facilities.
- The interlinking door between Cash office and customer to be checked regularly.
- Ensure the cashier does not leave the cash office.
- Security guard to escort the cashier to the vehicle after closure of office.
- Immediate reporting of any irregularities noticed at the office.

Working Hours

The officer on duty must start promptly at 08h00 and his shift will end at 16h00 as per Shakaskraal Customer Service office hours.

SECURITY SERVICES TO MAIN OFFICE

SCOPE OF WORK:

General scope of work shall be to supply all labour, materials, equipment, and incidentals necessary to provide appropriate unarmed security guard services at the SIZA WATER MAIN OFFICE.

Required Duties:

- Proof of Competency Training of guards.
- Proof of continuous communication between sides and their control room- 2-way radio system and cell phones.
- Proof of their background checks on the guards.
- Immediate reporting of any irregularities noticed at the office.
- Security officer shall always remain on the Siza Water premises throughout the duration of the shift.

Working Hours

The officer on duty must start promptly at 06h00 and his shift will end at 18h00

Contract duration will be 24 months and will be subject to a 3 months' probation if the contractor will be appointed for the first time by Siza Water

7. COSTING/QUOTATION

The contractor is to provide MONTHLY COSTING as per the below breakdown:

Siza Water hereby requests for contractors to price for unarmed security services for the following sites:

- Frasers Waste Water Treatment Plant - 24 hours coverage, 7 days a week including public holidays. 1 x day shift and 2 x night shift guards.
- Sheffield Waste Water Treatment Works - 24 hours coverage, 7 days a week including public holidays. 1 x day shift and 2 x night shifts
- Shakaskraal Office - hours as per Siza Water business hours, 08h00 to 16h00 1 x day shift
- Siza Water Main Office .1 day shift 12 hours 06:00 to 18:00 Monday to Friday
- Rate per hour in case of **ad hoc work basis**

The contract will be subject to a 5% Increase after 12 months from starting date.

8. FORM OF TENDER

I, _____, duly authorised signatory

of _____ (company, in my capacity as

_____ (title) herewith submit our price of

R _____, (_____

_____)
(Amount in words)

As tendered in bill of quantities, for **(Summary of scope of work)** for the client, Siza Water (PTY) LTD, or its successors in title. The total amount priced above being inclusive of vat.

Signed in acceptance by _____ (print name)

, _____ signature

For and behalf of _____ (the Contractor),

at _____ on this _____ day of _____ 2023

_____ (Witness)

_____ (Witness)



9. PREVIOUS WORK EXPERIENCE

<u>Description of project</u>	<u>Location</u>	<u>Project value</u>	<u>Contact information</u>

10. CHECKLIST FOR DOCUMENTS AND INFORMATION

NB: ANY TENDER WHO DID NOT SUBMIT THE REQUIRED DOCUMENTS WILL BE DISQUALIFIED.

Documents	Please Mark with X	
	YES	NO
Valid Company Registration Certificate		
Valid Letter of Good Standing (COIDA)		
Valid Tax Clearance Certificate		
Valid BEE Certificate		
VAT Registration certificate (If registered)		
Proof of address		
Initial every page of this Tender document and sign where necessary		
Completed previous experience Page		
Signed form of Tender Page		
Complete the sub-contracting page		
Proof of Experience attached (Letter of Award etc.)		
Proof of Insurance - including Contractors All Risks & Public Liability Cover		
Proof of registration in terms of section 21 of the Private Security Industry Regulation Act 2001 (Act no. 56 of 2001)		