



# HARDAP REGIONAL COUNCIL



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## REGIONAL PROCUREMENT COMMITTEE

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### REQUEST FOR SEALED QUOTATIONS

PROVISION OF SECURITY SERVICES FOR GIBEON CONSTITUENCY,  
RURAL DEVELOPMENT CENTER AND KRIESS SETTLEMENT  
OFFICES FOR (24) TWENTY FOUR MONTHS.

PROCUREMENT REFERENCE NO. **NCS/RFQ/HRC-066/2024**

AVAILABILITY OF BIDDING  
DOCUMENTS

MONDAY, 4<sup>TH</sup> OF NOVEMBER 2024

EMAILED ON REQUEST AT CONSTITUENCY  
AND SETTLEMENT OFFICES

CLOSING DATE:

THURSDAY, 21 NOVEMBER 2024  
TIME: 11:00

LEVY:

FREE

ENQUIRIES:

MR. P.A. SKRYWER  
HEAD: PROCUREMENT MANAGEMENT UNIT  
(063) 245885



**REPUBLIC OF NAMIBIA**



**HARDAP REGIONAL COUNCIL**

# **OPEN NATIONAL BIDDING FOR SECURITY SERVICES**

**PROVISION OF SECURITY SERVICES FOR GIBEON CONSTITUENCY, RURAL  
DEVELOPMENT CENTER AND KRIESS SETTLEMENT OFFICES FOR (24)  
TWENTY FOUR MONTHS.**

**PROCUREMENT REFERENCE NO: *NCS/RFQ/HRC-066/2024***

*Hardap Regional Council  
Private Bag 2017  
Mariental  
Telephone: 063-245800  
Fax: 063-242053*

**HARDAP REGIONAL COUNCIL  
PROCUREMENT DEPT**

**2024 -11- 04**

**REQUEST FOR QUOTATION**

<b>BID AMOUNT</b>	
<b>BIDDER'S NAME</b>	
<b>CLOSING DATE OF BIDS</b>	<b>21 NOVEMBER 2024 @ 11:00</b>



REPUBLIC OF NAMIBIA



**HARDAP REGIONAL COUNCIL**

Tel: (063)245800  
Fax: (063)242053

Private Bag 2017  
Mariental

**Letter of Invitation**

*Dear Bidder*

*NCS/RFQ/HRC-066/2024*

Dear Sir/Madam,

**INVITATION FOR BIDS FOR PROVISION OF SECURITY SERVICES TO GIBEON CONSTITUENCY, RURAL DEVELOPMENT CENTER AND KRIESS SETTLEMENT OFFICES FOR (24) TWENTY FOUR MONTHS IN THE HARDAP REGIONAL COUNCIL.**

The Hardap Regional Council invites you to submit your best bid for the services described in detail hereunder. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Mr. P. A Skrywer at Hardap Regional Council, Private Bag 2017, Mariental, Fax: (063) 242224.

Please prepare and submit your bid in accordance with the instructions given or inform the undersigned if you will not be submitting a bid.

Yours faithfully,

MR. P. A. SKRYWER

HEAD: PROCUREMENT MANAGEMENT UNIT

HARDAP REGIONAL COUNCIL  
PROCUREMENT DEPT

2024 -11- 04

REQUEST FOR QUOTATION

## SECTION I: INVITATION FOR BIDS

### 1. Preparation of Bids

You are requested to quote for the services mentioned in section III, by completing, signing and returning:

- (a) The Bid Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) The Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards in Section V; and
- (d) Any other attachment as deemed appropriate.

You are advised to carefully read the complete Invitation for Bids document, including the Contract Data Sheet in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 2. Documents to be submitted

Bidders shall submit along with their bid:

- (a) A company profile.
- (b) Major items of resources, logistics support and strategies in the execution of similar services;
- (c) Recruitment policy, training of personnel and man power planning to cope with contingencies
- (d) Details of all contracts that have been terminated by its clients during the last two years; and
- (e) Other information to enable the bid to be evaluated according to the criteria listed hereunder in the Table for markings.
- (f) Site visits and confirmation of references submitted will be verified.

### 3. Validity of Bids

The Bid validity required is **180** days from the date of submission deadline.

### 4. Contract Period for Services

The contract shall be on fixed rate for an initial period of 12 months.

### 5. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Public Entity with the Bidder's name at the back of the envelope.

### 6. Submission of Bids

Bids should be deposited in the Bid Box located at Hardap Regional Council building, ground floor not later than **21 November 2024 @ 11H00**. Bids by post or hand delivered should reach the given address by the same date and time at latest. Late submissions will be rejected. Lost bids submitted via mail or courier services will not be the responsibility of the Hardap Regional Council.

Bids received by fax or e-mail will not be considered.

**7. Opening of Bids**

Bids will be opened by the “Public Entity” on the **21 November 2024** at 11h05 and the Bidders or their representative may attend the Bid Opening, if they choose to do so.

**8. Evaluation of Bids**

The Public Entity shall have the right to request for clarifications during evaluation. Bids that have been found to be substantially responsive subject to the bidder having performed satisfactorily during the last twelve months, shall be subject to a marking system consisting of a technical evaluation to compare their technical capacity, quality of service and past performance as well as a marking system to rate their financial proposals.

The marks scored for the technical and financial assessment shall be lumped and the bid scoring the highest marks shall be considered as the lowest evaluated bid based on the technical and financial proposals.

**8.1 Technical Evaluation**

The maximum marks for the Technical Evaluation shall be [70/80] marks. The pass marks for the Technical Evaluation shall be [60%]. Those having not scored the minimum marks shall not be considered for this bid exercise.

**8.2 Financial Evaluation**

The Financial Evaluation shall be based on [20/30] marks, the lowest quote scoring the highest marks. The marks scored by any other bidder shall be the lowest quoted price divided by the said Bidder’s price times the maximum allocated marks for the financial proposal.

**8.3 Social Responsibility**

The Public Entity shall have the right to request from any successful bidder to be socially responsible by contributions towards the community and the Regional Council.

## 9. Evaluation Criteria

<b>DETAILS OF TECHNICAL EVALUATION MARKING (FOR SECURITY SERVICES)</b>		<b>Max marks</b>
<b>Company Profile and Experience</b>		<b>40</b>
Profile and insight of activities		5
Experience in providing security services to businesses/companies that are comparable in size, profile and security requirements to the Public Entity.		20
Experience with the Public Entity e.g.: (Hardap Regional Council: Directorate of Education, Arts and Culture)		10
Client References, (maximum 3*three)		5
<b>Sub Total (A)</b>		
<b>Site Management and Organisation /Methodology and Management Approach</b>		<b>15</b>
Methodology and site management for efficient security services		5
Organisation of resource and resource persons		5
Organisation chart & key personnel		3
Committed policy and arrangement to comply with Safety and Health at Work		2
<b>Sub Total (B)</b>		
<b>Proximity to the Site(s) Applied ( From home to site applied/to be confirmed 150km radius)</b>		<b>15</b>
<b>Sub Total (C)</b>		
<b>Implement the empowerment and industrialization policies of Government</b>		<b>10</b>
Local bidder		4
Woman participants ( $\geq 3$ )		2
Youth (age 18-35)	Female	2
	Male	2
<b>Sub Total (D)</b>		
<b>Supervision and Monitoring Mechanism</b>		<b>10</b>
Administrative controls, plans and processes to monitor and ensure compliance with the Public Entity's security requirements		5
Supervisory structure to monitor Security personnel		5
<b>Sub Total (E)</b>		
<b>Logistics (To be Confirmed/Verified)</b>		<b>10</b>
Details of equipment and Security strategy for routine guard and contingencies		5
Communication facilities of Security personnel		2
Means of identification of security personnel(uniform, badges, identity cards etc)		3
<b>Sub Total (F)</b>		
<b>TOTAL MARKS- Technical(A+B+C+D+E+F)</b>		<b>100/100</b>

To be eligible to participate in this bid exercise, you should:

- (a) Have the legal capacity to enter into a contract to execute the services;
- (b) Not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;
- (c) Not have had your business activities suspended by Any Entity;
- (d) Not have a conflict of interest in relation to this procurement requirement; **(Staff members of Hardap Regional Council and its delegated functions, as well as their spouses and Children are not eligible to submit bids), therefore, bidders are advised according to Section 66, Subsection (1) and (2)(a) not to contravenes, or refuses to comply. References as per the Public Procurement Act 15 of 2015.**

The Bid submitted by the Bidder shall comprise the following:

- (a) The Form of Bid (in the format indicated in Section III);
- (b) Bid Security or Bid Securing declaration (where applicable);
- (c) Priced Activity Schedule;
- (d) Qualification Information Form and Documents;
- (e) Alternative offers where invited;
- (f) The following documentary evidence (required from Namibian bidders):
  - (i) Certified Copy of the Company Founding Statement (Registration Certificate)
  - (ii) have an original valid good Standing Tax Certificate;
  - (iii) have an original valid good Standing Social Security Certificate;
  - (iv) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
  - (v) have a valid certificate copy indicating SME Status (for Bids reserved for SMEs);
  - (vi) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and
  - (vii) Certified copy of Identification document to proof ownership.
  - (viii) Proof of Constituency residency letter to be obtained from the Constituency Councillor, and latest certified copy of municipal bill or letter from recognise entity to confirm local residence (Sworn police declaration by the landlord in case the bidder is renting a house or residential area for business purposes)
  - (viii) All pages and corrections, including the attached documents must be initialled with full names on the identification document.
  - (ix) All pages must be filled in with a black ink pen only.
  - (x) Incomplete documents will lead to disqualification.
  - (xi) All copies of documents must be originally certified and scanned copies will not be accepted.

- (h) Noncompliance with instructions in the bidding document will lead to disqualification.

**TO BE ELIGIBLE TO PARTICIPATE IN THIS QUOTATION EXERCISE, YOU SHOULD:**

- (a) have a valid certified copy of company Registration Certificate with the proof of good standing with BIPA (all pages must be certified)
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a valid certified copy of the SME certificate indicating SME Status (this bid is reserve only for the SMEs from Hardap Region);
- (f) Complete and sign Quotation Letter
- (g) Submit signed Bid-securing Declaration.
- (h) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (i) Certified copy of Identification document
- (k) All pages must be completed and signed where required (incomplete bidding documents will lead to disqualification)
- (l) All pages and corrections must be initialled with real names on the identification document.
- (m) All pages in this document must be filled in with a black pen only.
- (n) Latest Original Letter from constituency councilor indicating proof of residency (with the indicated Procurement reference number of specific bid)
- (o) The Fitness Certificates of bidders operating in the Local Authority (Town) Areas and letters from the Regional Councillors for bidders operating in the Village Council and Settlement Areas (proclaimed or not) will be considered for award, point (n) above coincides with this request. Bidders from other Constituencies will not be considered for award if bidders responsive is from that specific constituency.

**10. Margin of Preference**

First preference will be given to companies based in the specific Local Authority Area of application, provided that their prices are fair and reasonable, if not then other bidders will be considered. **NB: BIDDERS IN FORMAL EMPLOYMENT WILL NOT BE CONSIDERED FOR AWARD AND BIDDERS ALREADY BENEFITING FROM HARDAP REGIONAL COUNCIL DIRECTORATE OF EDUCATION, ARTS AND CULTURE SECURITY SERVICES WILL ALSO NOT BE CONSIDERED.**

**11. Technical Criteria**

The Specifications and Compliance Sheet details the minimum specifications of the services required. The services offered must meet these specifications, but no credit will be given for exceeding the specification.

**12. Currency of Bid**

Bids shall be priced in Namibian Dollars and all payments will be made in this currency.



**13. Bid Security/Bid-Securing Declaration**

Bidders *are not* required to *submit a Bid Security* for this procurement process.

**14. Labour clause**

In order to qualify for award of the Contract, Bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

**15. Award of Contract**

The Bidder having submitted the lowest evaluated responsive bid and qualified to perform the service shall be selected for award of contract. Award of contract shall be by issue of a Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract.

**16. Notification of Award and Debriefing**

The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

Furthermore, The Purchaser shall promptly attend to all debriefing for the contract made in writing and within 30 days from the date of the publication of the award or date the unsuccessful bidders are informed about the award.

**17. Rights of Public Entity**

The Hardap Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, and
- (b) to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

## SECTION II: BID LETTER

(to be completed by Bidders)

Bid Addressed to	Hardap Regional Council
Procurement Reference Number:	<i>NCS/RFQ/HRC- 066/2024</i>
Subject matter of Procurement:	<b>PROVISION OF SECURITY SERVICES FOR GIBEON CONSTITUENCY, RURAL DEVELOPMENT CENTER AND KRIESS SETTLEMENT OFFICES FOR (24) TWENTY FOUR MONTHS.</b>

We offer to supply the services detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Invitation for bids referenced above.

We confirm that we are eligible to participate in this Bid Exercise and meet the eligibility criteria specified in Part 1: Bid Procedures of your Invitation for bids.

We undertake to abide by the Conduct for Bidders and Contractors as provided under section 67 of Public Procurement Act, 2015 during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our Bid is ..... days from the time and date of the submission deadline.

We confirm that the prices quoted in the List of Services and Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract prior to the expiry date of the Bid validity.

### Bid Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

I

**BID SECURING DECLARATION**  
**(Section 45 of Act)**  
**(Regulation 37(1)(b) and 37(5))**

**Date:** .....

**Procurement Ref No.:** .....

**To:** .....

I/We\* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We\* be successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We\* understand this bid securing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed: .....  
*[insert signature of person whose name and capacity are shown]*

Capacity of:  
*[indicate legal capacity of person(s) signing the Bid Securing Declaration]*

Name: .....  
*[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
*[insert date of signing]*

Corporate Seal (where appropriate)  
[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]  
*\*delete if not applicable / appropriate*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

**2. PROCUREMENT DETAILS**

Procurement Reference No.: .....

Procurement Description: .....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

**3. UNDERTAKING**

I .....*[insert full name]*, owner/representative

of .....*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

### SECTION III: SCOPE OF SERVICERS

Provide Security Services for all Hardap Regional Council Offices (Head Office, Constituency Offices and Settlement Offices)

Successful bidders shall:

- (a) Guard and secure the security points and property in the identified or awarded areas.
- (b) Stop and inspect all private as well as government vehicles leaving the guarded area to ensure that no government property is taken from the premises without the required official issue vouchers.
- (c) Keep a clear record of all issue vouchers of government properties taken out of the guarded premises or education institutions.
- (d) Keep records of all vehicles (and monitor people) entering or exiting through the gates of Constituency, Settlement and Council buildings and secure that all government vehicle drivers are in possession of a valid trip authority. Drivers of government vehicles should be able to identify themselves by producing an acceptable ID.
- (e) Ensure that no unauthorized person (or person who cannot identify him/herself and provide acceptable reason for his/her visit) entering the premises.
- (f) Should anything suspicious occur or if there is a reason to believe that something is not right, or property, items or goods are being removed without the necessary authorization, inform the Namibian police and keep custody of the respective item/s if necessary.
- (g) Regular supervisory visits shall be conducted to monitor the performance of security guards.
- (h) Any equipment belonging to the contractor installed or used on the Council's premises, is and shall remain the absolute property of the contractor and the contractor shall have the right to take possession of the equipment at the expiry or termination of such an agreement, provided that the contractor shall ensure that the premises are restored to the original condition after removal of such equipment.
- (i) The contractor shall provide the security guards with the necessary job descriptions as agreed upon with the Council.
- (j) Subject to the provisions of the Labour Act, Act No: 11/2007, and subject to the agreement with the employee, the successful bidder shall continue to employ security guards on the same terms and conditions as presently in force.
- (k) An attendance register shall be kept at each security point and the Council shall have access to such attendance registers. Copies of such attendance registers must accompany the monthly invoices which must be certified at the point of service rendering.
- (l) **EACH SECURITY GUARD MUST HAVE AN ID AND A STANDARD UNIFORM FROM THE CONTRACTOR.**
- (m) The contractor should provide the necessary training to the security guards with regards to patrolling of buildings and premises, law enforcement, general discipline, conduct and behavior, procedures and protocol.

- k) **Provide his/her security guards with all equipment, which he/she deems necessary or essential for rendering the services or as specified by the Council.**
- l) The contractor should provide two-way communication radios and weapons to the security guards on duty.
- m) The contractor shall be responsible for any loss or damage to government properties if such loss or damage occurs while security is on duty, if negligence is found on the part of the contractor.

#### **CONDITIONS TO THE BIDDERS**

- (a) Must provide their business address for inspections before the award of the bid.
- (b) Only Registered Namibian companies will be considered.
- (c) Documentary proof of registration as a Namibian company should be provided.
- (d) Bidders should indicate how many Namibian is employed by the company.
- (e) Security guards should be able to read, write and communicate in English.
- (f) Bidders should indicate tariffs per guard per shift on Section IV of the Priced Activity Schedule.
- (g) Bidders must comply with the requirements of the Security Association of Namibia's minimum wages.

#### **SPECIAL CONDITIONS**

Bidders are obliged to furnish the Hardap Regional Council with the following additional required documents:

- a) Proof of insurance coverage against security risks should be provided within thirty (30) days after acceptance of bid. Failure to do so will result any damages encountered being recovered directly from the payment due to the bidder.

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/HRC-066/2024

*[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below.]*

**Currency of Quotation: Namibian Dollars**

Item No	Brief Description of Services	Qty	Shifts	Shift hours	Rate p/hour per guard
A*	B*	C*	D*	E	F
1	Gibeon Constituency Office	1	Mondays – Thursdays <i>(15 hour shift)</i>	17H00 – 08H00	
		1	Fridays <i>(13 hour shift)</i>	17H00 – 06H00	
		2	Saturdays, Sundays, Public Holidays <i>(24 hour shift, One guard per 12 hour shift)</i>	06H00 – 18H00 18H00 – 06H00	
2	Kriess Settlement Office	1	Mondays – Thursdays <i>(15 hour shift)</i>	17H00 – 08H00	
		1	Fridays <i>(13 hour shift)</i>	17H00 – 06H00	
		2	Saturdays, Sundays, Public Holidays <i>(24 hour shift, One guard per 12 hour shift)</i>	06H00 – 18H00 18H00 – 06H00	
3	Rural Development Centre	2	Mondays – Sundays, Public Holidays <i>(24 hour shift, One guard per 12 hour shift)</i>	06H00 – 18H00 18H00 – 06H00	
<i>VAT ( must ONLY be added in case the bidder is registered)</i>					

\* Columns A to D to be completed as applicable by Public Entity

### Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	



## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

**Procurement Reference Number:** NCS/RFQ/HRC-066/2024

*[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Mondays – Thursdays <i>(15 hour shift)</i> 17H00 – 08H00		
2	Fridays <i>(13 hour shift)</i> 17H00 – 06H00		
3	Saturdays, Sundays, Public Holidays <i>(24 hour shift, One guard per 12 hour shift)</i> 06H00 – 18H00 18H00 – 06H00		
4			
5			
6			

**Specifications and Performance Standard Compliance Sheet Authorised By:**

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

## SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), Ref: NCS-TB/*RFQ*-GCC for the Procurement of Security (available on website (*insert address of public entity*)) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number:** \_\_\_\_\_

The Conditions of Contract shall be subject to the following: *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement.]*

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract <i>shall</i> come into effect as from 01 <b>January 2024</b> .
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by <b>31 January 2026</b> or by an additional period of N/A months, if the Contract is renewed thereafter by the Employer.
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is: <b>Mr. P. A. Skrywer , 063-245834</b>  The Authorized Representative of the Service Provider is: .....
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	The Employer's and Workmen's Compensation, Third Party and Professional (for security services only) Liabilities insurance covers shall be prorated to the contract amount if award is made on a split basis with reference to limits indicated in ITB 13.1 (e).
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to: .....  <i>[insert name(s), title(s) and contract details].</i>
<b>GCC 2.10 Performance Security</b>	The Performance Security shall be for an amount of N/A of the Contract Price or part thereof if the contract is awarded on a split basis.

### SCHEDULE 3: BID CHECKLIST SCHEDULE

Procurement Reference No. : .....

Description	Attached (please tick if submitted and cross if not)
Bid Submission Sheet	
List of Services and Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing Eligibility	
Documents related to the company profile, past experience, experience for similar services and the other documents requested to assess the qualification of the Bidder.	

**Disclaimer:** *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*