
TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES AT THE POLOKWANE REGIONAL OFFICE (101 DORP STREET) OF THE DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES FOR A PERIOD OF 36 MONTHS.

1. BACKGROUND

- 1.1. The Department of Mineral and Petroleum Resources has a responsibility – through the Minimum Information Security Standards (MISS), 1996 and the Minimum Physical Security Standards (MPSS), 2009 - to implement security measures to protect personnel, information, and other assets of the Department.
- 1.2. As part of implementing the above, the Department intends to appoint a security service provider to provide Security Guarding services twenty-four (24) hours a day, seven days a week, including public holidays (24/7) at the Department's Polokwane office at 101 Dorp Street, Polokwane, Limpopo Province.
- 1.3. The Polokwane Regional Office is a standalone building that is occupied solely by the Department. Total security of the building (including perimeter security) is the sole responsibility of the Department. The Department has in-house security personnel who are only responsible for security inside the building, and only work on weekdays, excluding weekends, public holidays, as well as night shifts. Therefore, the Department must provide security outside the scope of the in-house security. It is for this reason that the Department intends to appoint a service provider to provide additional security to ensure the presence of Security personnel 24/7.

2. CONTRACT PERIOD

- 2.1. The duration of the contract shall be thirty-six (36) months after the signing of the service level agreement.

3. OBJECTIVE

- 3.1 The objective of this project is to provide Security Guarding services at the Polokwane Regional Office, 24/7, for the protection of personnel (including visitors, contractors, and consultants), information, and other assets of the Department.

4. SCOPE OF WORK

- 4.1 Provision of Security Guarding services 24 hours a day, seven (7) days a week, including public holidays (24/7) as follows:

4.1.1 **Day Shift (06h00-18h00) Monday to Sunday (including weekends and public holidays)**

- 02 x Armed Security Guards with Grade C PSIRA Registration.

4.1.2 **Night Shift (18h00-06h00) Monday to Sunday (including weekends and public holidays)**

- 02 x Armed Security Guard with Grade C PSIRA Registration.

- 4.1.3 Perform Access Control duties in line with the Control of Access to Public Premises and Vehicles Act 53 of 1985.

- 4.1.4 Perform regular patrol duties during each shift and keep records accordingly.

- 4.1.5 Perform site visits by a mobile supervisor at least once per shift and make relevant entries for each visit.

- 4.1.6 Report, record, and investigate each security breach/incident.

- 4.1.7 Investigate each security breach/incident and provide the department with a formal report.
- 4.1.8 Assist the department in conducting a Departmental investigation of security breaches/incidents.
- 4.2 Conduct a comprehensive Threat and Risk Assessment (TRA) of the building/site and provide a report within the first month of appointment.

5. DELIVERABLES OR PROJECT OUTPUT AND OUTCOMES

- 5.1 Effective and efficient provision of twenty-four hours (24) a day, seven days a week (24/7) including public holidays (24/7) Security Guarding services to the Department of Mineral and Petroleum Resources for protection of employees, information, and other physical assets of the Department, as follows:
 - 5.1.1 Effective **Access Control** in compliance with the Control of Access to Public Premises and Vehicles Act 53 of 1985.
 - 5.1.2 Effective **Patrol** duties to ensure security within DMPR premises, including parking areas.
 - 5.1.3 Effective **reporting, recording, and investigating** security breaches/incidents.
 - 5.1.4 Effective **site visits** by a mobile supervisor at least once per shift.
 - 5.1.5 Effective cooperation during security **breach investigation**.
 - 5.1.6 The service provider must provide the **required number of personnel** (security officers) as per the scope of work, who are properly uniformed and compensated or remunerated timeously in line with the relevant PSIRA Sectoral Determination.

6. EVALUATION CRITERIA

This bid will be evaluated in four stages, i.e., mandatory requirements, functionality, administrative compliance, and point scoring system.

6.1. Gate 01 – Mandatory requirements

The following requirements are mandatory. Bidders who do not comply with the mandatory requirements will be disqualified.

- i) Copies of valid PSIRA registration certificates of the Directors/Members (Grade A or B) and Security Officers (minimum of Grade C), electronically verifiable via Quick Response code.
- ii) Copies of valid Firearm Competency certificates or licenses for the company as well as Security Officers, certified within the past six (6) months to the closing date.
- iii) Copy of a valid PSIRA certificate of Good Standing for the company.
- iv) Valid Letter of Good Standing for Occupational Injuries and Diseases Act 130 of 1993 (COIDA) from Department of Labour.

6.2. Gate 02 – Functionality

Bidders will be scored in terms of the functional requirements indicated in the table below. The corresponding points and weightings will be used to calculate the overall score a bidder has achieved. The minimum threshold for this bid is **70%**. Bidders who score less than **70%** will be disqualified. Only bidders that score **70%** or more will be considered further.

No	Evaluation criteria	Points	Weight
1.	<p>Company experience</p> <p>Service providers should have completed Security Guarding projects.</p> <p>The service provider must provide appointment letters supported by testimonials/reference letters indicating the provision of security guarding services.</p>	<p>8 or more projects = 5 points</p> <p>6 - 7 projects = 4 points</p> <p>5 projects = 3 points</p> <p>3 – 4 projects = 2 points</p> <p>2 projects or less = 1 point</p>	20
2.	<p>Security Officers' Experience:</p> <p>Security officers must have relevant Security Guarding experience. A comprehensive CV with ID copies (certified within the past six months) must be attached as proof.</p> <p><i>(Experience must be averaged in terms of the number of security officers)</i></p>	<p>5 or more years = 5 points</p> <p>3 – 4 years = 4 points</p> <p>2 years = 3 points</p> <p>6– 23 months = 2 points</p> <p>Less than 6 months = 1 points</p>	15
3	<p>Security Officers Qualifications</p> <p>Security officers must submit certified copies of qualifications, a valid verified PSIRA certificate, and be certified within the past 6 months.</p>	<p>PSIRA Grade A certificate for 2 or more officers = 5 points</p> <p>PSIRA Grade B certificate for 2 or more officers = 4 points</p>	15

No	Evaluation criteria	Points	Weight
		PSIRA Grade C certificate = 3 points	
4	<p>Infrastructure</p> <p>1.1 The Service provider should indicate that they have the following infrastructure in their proposal (supported by photographs where possible):</p> <p>1.1.1 Functional, adequately equipped operating office or Control Room which is telephonically contactable twenty-four (24) hours a day, seven days a week (24/7), located within a 60km radius of Polokwane Regional Office to enable the service provider to comply with the requirements of the SLA. Service provider must submit documentary proof of address of the operating office/control room with their proposal. Such proof may be in the form of valid Lease Agreements or municipal utilities statements.</p> <p>1.1.2 Two-way radios that are based on cellular networks (GSM, 2G, 3G, 4G, LTE, etc.) (submit ICASA membership/registration certificate/letter.)</p> <p>1.1.3 Security Registers (OB, Pocketbook, Visitors Register, Firearm Register, etc.)</p>	<ul style="list-style-type: none"> • Indicate all items of the required infrastructure, including proof where required, including any relevant additional infrastructure (e.g., bullet trap/bulletproof vests, electronic guard monitoring system, etc.) = 5 points • Indicate all items of the required infrastructure, including proof where required. = 3 points • Failure to indicate the required infrastructure or indicate either proof required in 1.1.1 or 1.1.5 under Infrastructure. = 1 point 	20

No	Evaluation criteria	Points	Weight
	<p>1.1.4 Company uniform for Security Officers (provide photos of branded security uniform)</p> <p>1.1.5 Company Vehicle/s to transport Security Officers and for site visits. The service provider must submit proof of ownership or a valid lease agreement in the name of the company or directors/members with their proposal.</p> <p>1.1.6 Firearms (provide list of firearms and valid licenses in the name of the company)</p> <p>1.1.7 Baton sticks, torches, and handcuffs.</p> <p>1.1.8 Guard house to sit two (2) people.</p>		
5	<p>Project Plan</p> <p>5.1. A Detailed Project Execution and Management Plan must be included as part of the proposal (Attach Project Plan).</p>	<ul style="list-style-type: none"> • Detailed Project Plan with project deliverables and detailed logistical plan, milestones, scope, schedule, resources, Occupational Health and Safety Plan, Training Plan, Strike/ Protest Action Response Plan, and Project Quality Management Plan = 5 points • Detailed project plan with project deliverables and detailed logistical plan, milestones, scope, 	20

No	Evaluation criteria	Points	Weight
		<p>schedule, resources, and Occupational Health and Safety Plan = 3 points</p> <ul style="list-style-type: none"> Incoherent project plan, Logistical Plan, with project deliverables, milestones, scope, schedule, and resources = 2 points No project plan = 1 point 	
	<p>5.2 Proposed Methodology outlining Management of the project (Attach methodology proposal listing the items for the project)</p>	<p>Comprehensive methodology outlining the management of the project and how the service provider will deter and detect threats, delay potential intruders, and effectively respond to incidents and security breaches. = 5 points</p> <p>Methodology outlines management of the project and how the service provider will deter and detect threats, delay potential intruders, and effectively respond to incidents and security breaches = 3</p>	10

No	Evaluation criteria	Points	Weight
		Insufficient or incoherent details or no methodology provided = 1 point	

Formula; $A \times 100 = C\%$

B

Where: A = Total score for the bid under consideration

B = Maximum possible score

C = Percentage score for the bid under consideration

Gate 03 - Administrative compliance

- (i) Compliance with the specification / Terms of Reference.
- (ii) Fully completed SBDs (Duly signed and dated) listed hereunder.
 - SBD 1
 - SBD 4
 - SBD 6.1
 - Bidders to include the Company Profile.
- (iii) The following will be regarded as non-compliance.
 - Price amendments / other amendments without signature/initials.
 - Use of correctional fluid
 - Completion of the bid document in coloured ink other than black ink

6.3. Gate 04 – Point Scoring System

Bids will be evaluated on the 80/20 preference point system as outlined in the Preferential Procurement Regulation of 2022.

- Price points = 80
- Preferential points = 20

6.4.1 The bidder that scores the highest points in this phase will be awarded the tender.

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6.4.2 Should more than one bidder score the same number of points, the award will be made to the bidder who scores more points on specific goals.

6.4.3 Should there be more than one bidder who scores the same number of points overall and the same points on specific goals, the award will be made to the bidder who scored the highest points on functionality.

6.4.4 Should there be more than one bidder who scores the same number of points in all aspects, the bid will be determined by the drawing of the lot.

6.4.5 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Points allocation on specific goals is tabulated hereunder.

6.4.6 Bidders who do not submit proof (means of verification) of specific goals claimed will not qualify for preference points for specific goals.

Specific Goal	Number of points (80/20 Preference System)	Means of Verification
Enterprise owned by Black people	4	Identity documents and CIPC document
Enterprise owned by Women	4	Identity documents and CIPC document
Enterprise owned by Youth	4	Identity documents and CIPC document
Enterprise owned by disabled persons	4	Medical certification
Enterprise owned by SMMEs (QSE or EME)	4	B-BBEE certificate issued by a SANAS accredited Agency or DTIC, or Sworn affidavit

NB: “Ownership = 51% of the company share. Designated group/person that is part of the entity directorship but has less than 51% share = points will be calculated on a pro-rata basis in relation to the share/s held by the designated group/persons.

E.g.	Number of women directors	= 01
	Shares owned by women	= 20%
	Specific goal for women	= 4 points
	Points claimable for women ownership	= 20 x 4 = 0.8 points

7. REPORTING REQUIREMENTS

7.1. This project will be implemented in line with the Departmental Security Structure in that:

- 7.1.1. The service provider must report immediately any security breaches/incidents to the Director: Security Risk Management or his/her delegate, in writing.
- 7.1.2. The service provider is required to provide a monthly written report to the Director: Security Risk Management or his/her delegate.
- 7.1.3. The service provider will be required to conduct quarterly meetings with the Director: Security Risk Management or his/her delegate for the duration of the contract period. In case of emergency, either party may propose a meeting and both parties must reasonably avail themselves for such meetings.

8. ROLES AND RESPONSIBILITIES.

8.1. The Department of Mineral Resources and Energy shall provide the following.

- 8.1.1 Provide a suitable space for the erection of the guard house.
- 8.1.2 Functional Perimeter Security Lighting.
- 8.1.3 Facilitate access control by ensuring that officials have identification cards.
- 8.1.4 Provide gate keys, remote control, and/or any other locking mechanism or infrastructure that is used to lock the main gate and
- 8.1.5. Provide access to ablution facilities.

8.2 Service Provider

- 8.2.1 Execute the contract in line with the scope of work and other requirements contained in these terms of reference.

9. CONFIDENTIALITY OF INFORMATION

- 9.1. A Party shall treat information furnished by the other Party or another person for purposes of execution of the project as confidential. Subject to this clause, the Party furnished with information shall not disclose such information to another person without the prior written consent of the other Party and shall take reasonable steps to ensure that such information is not disclosed to another person.

10. PAYMENTS

- 10.1 The Department will not make any upfront payment to a successful service provider. Payments will only be made in accordance with the delivery of services that will be agreed upon by both parties and receipt of an original invoice.

11 TAX CLEARANCE CERTIFICATE

- 11.1 Bidders must ensure compliance with their tax obligations.
- 11.2 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.
- 11.3 Application for tax compliance status (TCS) 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.
- 11.4 A bidder may also submit a printed TCS together with the proposal.
- 11.5 In proposals where consortia / joint ventures / sub-contractors are involved, each party must
Submit separate proof of TCS / pin / CSD number.
- 11.6 Where no TCS is available, but the potential service provider/s are registered on the central
Supplier database (CSD), and a CSD number must be provided.

12 COST/PRICING

12.1 The bidders are requested to provide a quoted proposal regarding the work to be undertaken.

12.2 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses, inclusive of all applicable taxes for the project. The total cost must be VAT inclusive and should be quoted in South African Rands (i.e., ZAR).

12.3 Bidders should provide hourly rates as prescribed by the Department of Public Service and Administration (DPSA), Auditor-General (AG), or the body regulating the profession of the consultant.

12.4 Bidders should provide (Subsistence & Travel (S&T)) rates that are aligned to the National Treasury instruction note as follows:

- i) Hotel Accommodation – R1700 per night per person, including breakfast, dinner and parking.
- ii) Air travel must be restricted to economy class.
- iii) Claims for kilometers may not exceed the rates approved by the Automobile Association of South Africa.

13. CONDITIONS OF THE CONTRACT

13.1 The General Conditions of Contract must be accepted as these are issued by the National Treasury and are non-negotiable.

13.2 The service provider will sign a confidentiality agreement regarding the protection of DMPR information that is not in the public domain.

13.3 Security officers are prohibited from unauthorized handling, reading, or removal of documents in the departmental records.

13.4 No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.

13.5 The Department reserves the right to screen/vet security personnel in the employ of the security provider to the relevant level, and to verify their registration status with

Private Security Industry Regulatory Authority (PSIRA) before they are employed in the Department.

- 13.6 Security officers must be inspected at least once per shift, day and night (weekends and public holidays included) by the security service provider representative, and keep records of such visits.
- 13.7 The service provider must ensure that there is no interruption of services due to manpower shortage because of the security guard being on leave (Annual, sick, etc).
- 13.8 The service provider shall ensure that the contract is executed in line with the scope of work.
- 13.9. The service provider will be subjected to security screening by the State Security Agency
- 13.10 The DMPR reserves the right to verify the authenticity of the information submitted, any Falsified information may result in the disqualification or cancellation of the contract.

14. FORMAT OF SUBMISSION OF PROPOSAL

- 14.1. Service providers are requested to **submit two (02) copies** of the technical proposals **plus the original**.
- 14.2. Service providers are requested to index their proposals for ease of reference.

15. PRE-BID MEETING DETAILS/BRIEFING SESSION DETAILS

A compulsory briefing session will be held on **20 February 2026** at **10h00** at the Department of Mineral and Petroleum Resources at the following address:

101 Dorp Street
Polokwane Central
Polokwane, 0700

16. CLOSING DATE

Proposals must be submitted on or before **12 March 2026** at **11:00** at the Department of Mineral and Petroleum Resources at **70 Corner Meintjies Street and Francis**

Baart Street, Pretoria, in the box marked Department of Mineral and Petroleum Resources. **No late bids will be accepted.**

17. ENQUIRIES

17.1. All general enquiries relating to bid documents should be directed to:

Ms. Lucia Nkhethoa

Tel: 012 444 3778

E-mail: Lucia.Nkhethoa@dmpr.gov.za

17.2. Technical enquiries can be directed at:

1. Adv. Nhlanhlehle Chonco

Tel: 012 444 3039

E-mail: Nhlanhlehle.chonco@dmpr.gov.za

2. Mr. Eddie Shilaluke

Tel: 012 444 3320

E-mail: eddie.shilaluke@dmpr.gov.za