TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES AT THE LIMPOPO REGIONAL OFFICE - POLOKWANE (18A LANDROS MARE STREET) OF THE DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES FOR A PERIOD OF 24 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 Limpopo Regional office at **18**A Landros Mare Street**,** Polokwane Province.

1.3. The Limpopo Regional Office, Polokwane (18A Landros Mare Street), 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, and 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 twenty-four (24) 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 Limpopo Regional Office (18A Landros Mare Street), Polokwane, 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)**

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

4.1.2 **Night Shift (18h00-06h00)**

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

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) Copy of a valid PSIRA registration certificate of the Company, electronically verifiable via Quick Response code.

ii) 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.

iii) Copies of valid Firearm Competency certificates or licenses for the company, as well as Security Officers, certified within the past six (6) months prior to the closing date.

iv) Copy of a valid PSIRA certificate of Good Standing for the company.

v) Valid Letter of Good Standing for the Occupational Injuries and Diseases Act 130 of 1993 (COIDA) from the 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.	**Company experience** Service providers should have **completed** Security Guarding projects. The service provider must provide appointment letters supported by testimonials/reference letters indicating the provision of security guarding services.	8 or more projects = **5** points 6 - 7 projects = **4** points 5 projects = **3** points 3 – 4 projects = **2** points 2 projects or less = **1** point	**20**
2.	**Security Officers' Experience:** Security officers must have relevant Security Guarding experience. A comprehensive CV with ID copies must be attached as proof. ***(Experience must be averaged in terms of the number of security officers)***	5 or more years = **5** points 3 – 4 years = **4** points 2 years = **3** points 6– 23 months = **2** points Less than 6 months = **1** points	**15**
3	**Security Officers Qualifications** Security officers must submit copies of qualifications and a valid, verified PSIRA certificate.	PSIRA Grade A certificate for 2 or more officers = **5 points** PSIRA Grade B certificate for 2 or more officers = **4 points** PSIRA Grade C certificate = **3 points**	**15**
4	**Infrastructure** 1.1 The Service provider should indicate that they have the following infrastructure in their proposal (supported by photographs where possible): 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 Limpopo Regional	• 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**	**20**

No.	Evaluation criteria	Points	Weight
	Office (Polokwane) to enable the service provider to comply with the requirements of the SLA. The service provider must submit documentary proof of the address of the operating office/control room with their proposal. Such proof may be in the form of valid Lease Agreements or municipal utility statements. 1.1.2 Two-way radios that are based on cellular networks (GSM, 2G, 3G, 4G, LTE, etc.) (Submit ICASA membership/registration certificate/letter.) 1.1.3 Security Registers (OB, Pocketbook, Visitors Register, Firearm Register, etc.) 1.1.4 Company uniform for Security Officers (Provide photos of branded security uniforms) 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. 1.1.6 Firearms (provide list of firearms and valid licenses in the name of the company) 1.1.7 Baton sticks, torches, and handcuffs. 1.1.8 Guard house to seat two (2) people.	• Indicate all items of the required infrastructure, including proof where required. **= 3 points** • Failure to indicate the required infrastructure or to indicate either proof required in 1.1.1 or 1.1.5 under Infrastructure. = **1 point**	
5	**Project Plan** 5.1.A Detailed Project Execution and Management Plan must be included as part of the proposal (Attach Project Plan).	• Detailed Project Plan with project deliverables and detailed logistical plan,	**20**

No.	Evaluation criteria	Points	Weight
		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, schedule, resources, and Occupational Health and Safety Plan **= 3 points** • Incoherent project plan, Logistical Plan, with project deliverables, milestones, scope, schedule, and resources **= 2 points** • No project plan **= 1 point**	
	5.2 Proposed Methodology outlining Management of the project (Attach methodology proposal listing the items for the project)	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**	**10**

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

Formula; A x 100 = C%

B

Where: A = Total score for the bid under consideration

B = Maximum possible score

C = Percentage score for the bid under consideration

6.3. 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

(iii) The following will be regarded as non-compliance.

- Price amendments / other amendments without signature/initials.
- Use of a correctional fluid
- Completion of the bid document in colored ink other than black ink

6.4. 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.

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 lots.

6.4.5 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Point 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's 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 = $\frac{20 \times 4}{100}$ = **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 of such meetings.

8. ROLES AND RESPONSIBILITIES.

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

8.1.1 Provide a suitable space for the erection of the guardhouse.

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 upon 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), the 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 its 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 the 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 one (01) copy** 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 **11 September 2026** at **10h00** at the Department of Mineral and Petroleum Resources at the following address:

Limpopo Regional Office
18a Landros Mare Street
Polokwane
0700

Bidders must sign the attendance register after the compulsory briefing session. Failure to sign the register will invalidate the bid.

16. CLOSING DATE

Proposals must be submitted on or before **02 October 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 to:

1. Adv. Nhlanhlenhle Chonco

   Tel: 012 444 3039

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

2. Mr. Elton Jacobs

   Tel: 012 444 3254

   E-mail: elton.jacobs@dmpr.gov.za