



Tender Addendum

Tender No.:	TASEZ/RFP 003/2024
Tender Description.:	Appointment of a service provider for the Provision of Physical Guarding Security Services for 3 Years
Tender Addendum No.:	001/2024
Tender Addendum Title.:	Addendum

Bidders to note that a new document will be published on E-tenders with corrections, however, the content will still be the same and it was further mentioned that bidders won't be penalised if they submit the old document.

1. COMPLIANCE- Administrative Requirements

- 1.1. Bidders that are going into Joint Ventures will be required to sign by both parties.
- 1.2. Bidders to ensure that the administrative documents are valid, and it was further mentioned that bidders that will join ventures should ensure that all required administrative documents for both companies should be attached.

2. Mandatory Requirements

- 2.1. Bidders should ensure that Letter of Good Standing from PSIRA is valid for 90 days
- 2.2. Bidders were also requested to submit only required documents as per the document and put an index for referencing.

3. Company Experience

- 3.1. Bidders to submit company's reference letters on the letter head of the referee with contactable details and signed by the referee and it must indicate that the bidder was offering physical guarding security services.
- 3.2. completion letters, award letters and purchase orders will not be accepted.

4. Pricing

- 4.1. The pricing should be in line with PSIRA rates.
- 4.2. Bidders are required to sign or put an initial on an error that they made when filing the pricing schedule.
- 4.3. It was further mentioned that the bidder should add the escalation for year two and year three because prices will not be negotiated after the contract has been signed.

5. BID SUBMISSION

Bidders to take note of the following when submitting their bids.

- 5.1. No bid document will be accepted after the closing time and date.
- 5.2. **No Electronic Submissions** are allowed for this RFP. All submission **must be hand-delivered** to the Tender Box situated at the **AIDC Main Gate**. The address is: -

The Procurement Officer

Tshwane Automotive Special Economic Zone

Automotive Supplier Park

30 Helium Road, Rosslyn Ext 2.

6. QUESTIONS AND ANSWERS

- 2.1. When submitting CVs or any other document that is required, should there be a partitioned letter or an addendum?

TASEZ Answer: No, bidders should attach an index that shows which documents are attached.

- 2.2. Bidders to bind their documents to avoid the documents being lost.
- 2.3. Should the SBD 4 be removed from the document and put in a separate divider?

TASEZ Answer: Bidders were advised to sign the SBD 4 in the bid document, and it was further mentioned that bidder should ensure that the SBD 4 is filled and signed because if it is not signed then it renders the submission as invalid.

- 2.4. Will the appointment letter be accepted from an ongoing project?

TASEZ Answer: No, only reference letter will be considered that meet the condition for physical guarding security services.

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2.5. Wouldn't the completion document be enough because they are similar to reference letter?

TASEZ Answer: The document states that a reference letter is required not an appointment letter.

2.6. Is it possible to fill a post where they require Grade C guard with Grade B guard?

TASEZ Answer: No.

2.7. Shouldn't the company have Grade C as a minimum for the forty two security guards?

TASEZ Answer: No.

2.8. In terms of the of the qualifications provided, are bidders expected to hire all those people already or hire the ones that are already working here at TASEZ under the current service provider?

TASEZ Answer: the once the bidder has submitted are the ones TASEZ expect to see, however, if there is any change whatsoever it must be justifiable.

2.9. Will the company that will be appointed be obliged to hire the candidates that are already hired from the current company?

TASEZ Answer: it is not a requirement.

2.10. The bidders raised a concern in terms of the date on the top right of the document.

TASEZ Answer: it is an internal format, and it was mentioned that bidders should ignore that.

2.11. The new bid document will be readvertised on E-tender and TASEZ website with the correct RFP reference number which is RFP 003/2024.

2.12. Will another document be uploaded with the corrections?

TASEZ Answers: yes, the document will be uploaded on the 15th of July 2024, and it was mentioned that the RFP002/2022 it is a typo error whereby it should've been RFP 003/2024.

2.13. SCM team mentioned that the date on the top right will remain, however, the content will still be the same and it was further mentioned that bidders won't be penalised if they submit the old document.

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2.14. Should the disc or a USB be attached when submitting a bid document?

TASEZ Answer: a memory stick is just a supplement, but it is not really required.

Signed by

Date

TASEZ SCM

15/07/2024

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