



27 July 2026

Dear Tenderer

**RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

**SUBJECT:**

You are hereby invited to tender for the abovementioned Services in accordance with the documents of enquiry contained herein.

**Elucidation of the Enquiry**

Should any part or parts of the enquiry require further explanation, be ambiguous or contradictory, elucidation prior to submission of your proposal, and is to be obtained from:

All Commercial and Technical queries:

**Thabisile Gumede** Tel: 011 703 7136 and e-mail: [thabisile.gumede@nbcrfli.co.za](mailto:thabisile.gumede@nbcrfli.co.za)

**Submission of Tender**

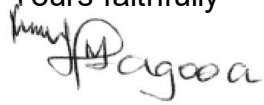
Your tender is to be submitted in the manner described in the **Instructions to Tenderers** contained in **Section A** and testimonial guide template of the enquiry document.

**Tender Issue date is the 03<sup>rd</sup> of August 2026, Questions for clarity on tender will close on the 11 August 2026 at 16:30pm. Tender closing date is 03 September 2026 at 11:00am**

**RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF  
SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A  
PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

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Yours faithfully



31/07/2026

Madikana Magooa

Procurement Manager

**RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF  
SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A  
PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

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**NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS  
INDUSTRY No. RFB NO. 00469/2026**

**SECURITY SERVICES**

**RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF  
SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A  
PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

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**SECTION A**

**RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

**INSTRUCTIONS TO TENDERER**

**NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS INDUSTRY**

**ENQUIRY NO. 00469/2026**

**RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

**INSTRUCTIONS TO TENDERERS**

TENDER THAT CONSISTS OF ONE ORIGINAL AND FOUR COPIES **MUST BE DEPOSITED IN THE NBCRFLI TENDER BOX**, GROUND FLOOR OF THE ROAD FRIEGHT HOUSE AT NUMBER 31 DE KORTE STREET, BRAAMFONTEIN, 2017 AND AN ELECTRONIC COPY VIA USB

**NB: TENDERS MUST NOT BE ADDRESSED OR DELIVERED TO INDIVIDUALS.**

**1. CLARIFICATION OF ENQUIRY DOCUMENTS**

Should there be doubt as to the meaning of the enquiry document; the Tenderer shall seek clarification before submitting a tender. All additional information supplied shall be made available to all other Tenderers. All queries shall be submitted by not later than **11 August 2026 at 16:30pm.**

# **RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

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## **2. AGREEMENT CONDITIONS**

The Conditions of Contract shall be the Conditions of Contract contained in the enquiry document. The Tenderer may submit a tender containing proposed variations or qualifications to the Contract Conditions.

## **3. MAIN OFFER AND ALTERNATIVE PROPOSALS**

Tenderers shall submit a main offer on the forms provided in accordance with the requirements set out in the enquiry.

Tenderers may in addition submit alternative offers, which shall clearly indicate either technical and/or financial advantages to the NBCRFLI.

## **4. SUFFICIENCY OF TENDER**

No alterations will be allowed once a tender has been submitted. In the event of any discrepancies occurring between the prices and particulars detailed by the Tenderer in the forms provided with the enquiry and those contained in any additional letter or document by the Tenderer, the former shall prevail.

## **5. TENDERER TO INFORM THEMSELVES FULLY**

The Tenderer is to examine the scope of services provided. Should there be any doubt as to the meaning of the scope of services, or ambiguity as to the scope of the enquiry, the Tenderer is to immediately notify the NBCRFLI and have the matter rectified, otherwise it will be taken that the enquiry is fully understood, and no liability for errors will be admitted due to the foregoing.

## **6. EXTENSIONS TO TENDER CLOSING DATE**

Under no circumstances will requests for extensions to the tender closing date be considered unless there are delays in providing additional information that is due from NBCRFLI.

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**7. REJECTION OF TENDERS**

A tender may be rejected if: -

- 7.1 It is received after the time and closing date stipulated in the enquiry or a subsequent official amendment thereto.
- 7.2 It contains any omission, erasure, alteration, text addition or irregularity.
- 7.3 It does not include the required information necessary for proper comparison and evaluation.
- 7.4 It is not in accordance with the commercial and technical requirements of the evaluation.

**8. CONFIDENTIALITY OF ENQUIRY DOCUMENTS**

The enquiry document shall be treated as strictly confidential by the Tenderer.

Tenders received will be treated as confidential and no aspect of any tender will be disclosed to third parties by NBCRFLI.

**9. ACCEPTANCE OF TENDERS**

The NBCRFLI reserves the right to reject any tender, or accept portions of tenders received, without being obliged to give reasons.

**10. VALIDITY**

Tenders shall remain open for acceptance for 120 (hundred and twenty) days from the closing date.

**11. EXPENSE IN PREPARATION OF TENDERS**

The NBCRFLI will not be responsible for any expenses or losses, which the Tenderer may incur in the preparation of the tender.

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**12. CONDITIONS UNDER WHICH TENDERS WILL BE CONSIDERED**

No tender will receive consideration unless it is complete and in accordance with the requirements of this enquiry specification. Should the Tenderer wish to offer services which in his opinion is considered an improvement arrangement or selection the Tenderer may submit such an offer as an alternative to the main offer.

**13. SUBMISSION OF TENDERS**

**13.1 Tender - Soft Copy**

The Tender documents Must be deposited in the NBCRFLI Tender box, Ground Floor of the Road Freight House at number 31 De Korte Street, Braamfontein, 2017

RFB NO. : **00469/2026**

DESCRIPTION : **RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

CLOSING DATE : **03 September 2026 at 11:00am**

The Tenderer shall prepare one original set and of the documents comprising the Tender and supplementary information.

**14. EVALUATION**

14.1 All tenders will be evaluated by a bid evaluation committee.

14.2 The evaluation of the bids will be done in a three (3) stage process:

## RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL

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14.2.1 The **first stage** of the evaluation will be to review the Compliance with Mandatory Requirements, as per the Declaration of Service Provider's Compliance to Mandatory Requirements, - bids that are not fully compliant will not be evaluated further.

14.2.2 The **second stage** of evaluation will be the evaluation bids on Functionality and the proposed solution. In this stage of the process the committee will review the Declaration of Service Providers

Capacity, that needs to reflect the Service Provider Capability accurately. The total point of 100 is allocated for Functionality. Tenderers shall score a minimum of 80 points on functionality from submitted documented in conjunction with presentation, site visits and reference check (as required) to move on to the next stage where they will be evaluated on Price and Preference Points. During this phase the NBCRFLI can also request presentations, perform site visits, to the Service Providers and/or Clients Reference's sites and perform reference checks to confirm/assess the Testimonial that was submitted.

14.2.3 The final and **third stage** of evaluation will be on the 80/20 principle, where 20 points are allocated for preference and 80 points for price.

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**15. EVALUATION CRITERIA**

**15.1 Functionality**

| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Rating |   |   |   |   | Weight | Total |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---|---|---|---|--------|-------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1      | 2 | 3 | 4 | 5 |        |       |
| The functionality proposal will be evaluated on a scale of 1-5 in accordance with the criteria below. The rating will be as follows; 0=Non submission; 1=poor; 2=Average; 3=Good; 4=Very Good and 5= Excellent.                                                                                                                                                                                                                                                 |        |   |   |   |   |        |       |
| 1. Functionality                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |   |   |   |   |        |       |
| 1.1 Company Profile -Track record 5 Years minimum<br><br>Company in the provision and management of physical security in private or public sector.<br><br>(Experience to be highlighted in the company profile)<br><br>- 10 years and above experience = 5 points<br>- 6 - 9 years' experience = 4 points<br>- 5 years' experience = 3 points<br>- 2 years' experience = 2 points<br>- 1 year experience = 1 point<br>- No experience indicated = 0 points<br>- |        |   |   |   |   | 10     |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |   |   |   |   |        |       |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |           |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|-----------|--|
| <p><b>1.2 Bidders are required to provide the following proof as verification of experience:</b></p> <p>The bidder must provide a minimum of three (3) reference letters from different clients in the past three (3) years where similar services to the scope have been rendered to South African Clients in either, or both the private and/ or public sectors.</p> <p><b>(Reference letter must indicate the name of organization, project completed, contact name and number and date when work was performed)</b></p> <ul style="list-style-type: none"> <li>- 5 reference letters = <b>5 points</b></li> <li>- 3 reference letters = <b>4 points</b></li> <li>- 2 reference letters = <b>3 points</b></li> <li>- 1 reference letter = <b>1 points</b></li> <li>- No reference letter = <b>0 points</b></li> </ul> |  |  |  |  |  | <b>10</b> |  |
| <p><b>1.3 Provide CVs for the following staff who will be nominated for this project.</b></p> <p><b>Site manager</b> with a minimum of 5 years' experience within the security industry. The certified copies must be attached to the CV. Also provide the below mentioned documents:</p> <ul style="list-style-type: none"> <li>➤ Grade A PSIRA certificate;</li> <li>➤ Basic Fire training certificate; and</li> <li>➤ First aid certificate.</li> </ul> <p>- Bidder provided all three documents with</p>                                                                                                                                                                                                                                                                                                             |  |  |  |  |  | <b>10</b> |  |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |           |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|-----------|--|--|
| <p>more than 5 years' experience = <b>5 points</b></p> <ul style="list-style-type: none"> <li>- Bidder provided all three documents with more 4 years' experience = <b>4 Points</b></li> <li>- Bidder provided all three documents and has 3 years' experience = <b>2 Points</b></li> <li>- Bidder provided all three documents and has less than 3 years' experience = <b>1 Point</b></li> </ul>                                                                                                  |  |  |  |  |           |  |  |
| <p><b>1.4 Compliance with Labour Legislation</b></p> <ul style="list-style-type: none"> <li>➤ Pension/Provident funds contributions of the employees; and</li> <li>➤ Audited financial statements for 2026 financial year.</li> <li>- Bidder provided all two documents = <b>5 points</b></li> <li>- Bidder provided only one document = <b>2 points</b></li> <li>- Bidder did not provide all two documents = <b>0 points</b></li> </ul>                                                          |  |  |  |  | <b>10</b> |  |  |
| <p><b>1.5 Capacity - Operational</b></p> <ul style="list-style-type: none"> <li>➤ Size of staff complement -Johannesburg (Overview of capability needs to be provided in terms of staff complement and availability of equipment etc.).</li> <li>- 30 employees and above = <b>5 points</b></li> <li>- 20 to 29 Employees = <b>4 points</b></li> <li>- 10 to 19 employees = <b>3 points</b></li> <li>- 5 to 9 employees = <b>2 points</b></li> <li>- 1 to 4 employees = <b>1 points</b></li> </ul> |  |  |  |  | <b>10</b> |  |  |
| <p><b>1.6 Control Room</b></p> <ul style="list-style-type: none"> <li>➤ It is expected that bidders should have adequate premises. i, e: operating office / control room which is contactable 24/7 and</li> </ul>                                                                                                                                                                                                                                                                                  |  |  |  |  | <b>20</b> |  |  |

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|                                                                                                                                                                                                                                                 |  |  |  |  |  |            |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|------------|--|
| <p>within reasonable reachable distance from the NBCRFLI Offices.</p> <ul style="list-style-type: none"> <li>- 30 km and less = <b>5 Points</b></li> <li>- 31km – 40km = <b>2 Points</b></li> <li>- 50km and Above = <b>1 Points</b></li> </ul> |  |  |  |  |  |            |  |
| <b>TOTAL</b>                                                                                                                                                                                                                                    |  |  |  |  |  | <b>100</b> |  |
| <b>Minimum Threshold Points = 70% is applicable</b>                                                                                                                                                                                             |  |  |  |  |  |            |  |

The percentage for functionality will be calculated as follows

$$Ps = \frac{SO \times AP}{Ms}$$

*Ms*

Where:

Ps = percentage scored for functionality by bid under consideration

So = total score of bids under consideration

Ms= maximum possible score, i.e. 5x **(a)** 100=

Ap = percentage allocated for functionality (in this bid = 100)

- i. The value scored for each criterion will be multiplied by the specified weight for the relevant criterion to obtain the marks scored for each criterion.
- ii. The scores for each criterion will be added to obtain the total score.
- iii. This score will be converted to a percentage and only bidders that have met or exceeded the minimum qualifying score of 80 percent of 100 percent on functionality will be evaluated further.
- iv. Bidders not meeting a minimum qualifying score of 80 percent on functionality will be disqualified.

# **RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

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## **STAGE 2: PRICE AND PREFERENCE POINTS**

- Price (80 points)
- Preference points (20 points)

### **Sub-Contracting**

A tenderer will not be awarded points for BBBEE status level if it indicated in their proposal/tender document submitted that such a tenderer 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 tenderer qualifies for, unless the intended sub-contractor is an Exempted Micro Enterprise (EME) that has the capability and ability to execute the sub-contract.

A tenderer 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 BBBEE status level than the successful tenderer concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

The tenderer is required to provide information regarding sub-contracting on the schedule of proposed sub-contractors form as well as the schedule for transformation requirements in Section B of this enquiry.

### **General**

During the evaluation process NBCRFLI may engage with one or more tenderers for clarification of their tender. Tenderers must also note that presentations may be required and as a result they must be always prepared when submitting their tender documents. Based on the results of the evaluation process, NBCRFLI will approve the awarding of the contract to the successful tenderer subject to a due diligence being conducted.

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**SECTION B**

**NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS INDUSTRY**

**RFB NO. 00455/2025**

**RFB00455 / 2025 APPOINTMENT OF A SERVICE PROVIDER FOR THE PRODUCTION OF NBCRFLI ANNUAL REPORT FOR A PERIOD OF THREE (3) YEARS**

**FORM OF TENDER**

**INDEX**

**A. Proposed Solution and Standard Forms**

**Item Title**

1. Company's Profile and Proposed Solution
2. Tenderer's references
3. Schedule of Proposed Sub-Contractors
4. Alterations by Tenderer
5. BEE and Tax Clearance Certificate
6. Supplier Registration Form
7. Declaration of Interest

**B. Financial Proposal: Item Title**

1. Offer
2. Summary of Costs



**RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

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**RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF  
SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A  
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**A.5 BEE AND TAX CLEARENCE CERTIFICATE**

Tenderers are required to provide a valid BEE and Tax Clearance Certificate.

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**A.6 SUPPLIER REGISTRATION FORM**



Vendor Application  
Form - 2017.pdf

**RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

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**A.7 DECLARATION OF INTEREST**

**DECLARATION OF INTERESTS (KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED BY NBCRFLI)**

In terms of the Procurement Policy, no person or persons employed by the NBCRFLI may be awarded a bid by the Council.

Any legal person, or persons having a kinship with persons employed by the NBCRFLI including a blood relationship, may make an offer in terms of any bid invitation. In view of possible allegations of favouritism, should a resulting bid or part thereof be awarded to persons connected with or related to an employee of the NBCRFLI, it is required that the bidder or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where— the legal person on whose behalf this application signed, has a relationship with persons/a person who are/is involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarer acts and persons who are involved with the evaluation of the bid.

To give effect to the above, the following questionnaire shall be completed and submitted with the bid.

Do you, or any person have any relationship (family, friend, other) with a person employed with the NBCRFLI or its Administration and who may be involved with the evaluation, preparation and/or adjudication of bids?

Yes/No

If so, state particulars

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Are you or any other person connected with this application, employed the NBCRFLI?

Yes/No

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If so, state particulars

.....

.....

.....

SIGNATURE OF DECLARER

DATE

.....

POSITION OF DECLARER  
NAME OF COMPANY OR APPLICANT

I/we, the undersigned (Print name/s)

\_\_\_\_\_

Certify that the information as finished in this document is correct.

\_\_\_\_\_  
Signature/s

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designation

*(Please initial all other pages of this document)*

**RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

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**B. FINANCIAL PROPOSAL**

**B.1 BID PRICE / OFFER**

Having examined the Specifications and all other documentation contained in the Enquiry document for the above-named Services, we the undersigned, offer to carry out the whole of the said Services in conformity with the said Enquiry document, which includes all these documents for the sum of:

**NOTE: REFER TO PRICING SHEET ATTACHED HERETO.**

R..... (In words) .....

.....

.....  
(INCLUDING 15% VAT)

We undertake to commence the Services on receipt of the NBCRFLI's representative's instruction to commence.

We agree to abide by the terms and conditions of this Tender for a period of 90 days from the closing date and undertake that it will not be withdrawn and shall remain open for acceptance by you up to the expiration of the said 90 days.

Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding Agreement between us.

Dated this..... day of .....year ..... Signature..... in

the capacity of .....Duly authorised to sign tenders for

and on behalf of: Bidder Name .....

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**B.2 SUMMARY OF FEES**

|                           |  |
|---------------------------|--|
| Summary of proposed fees. |  |
|---------------------------|--|

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**SECTION C**

**RFB NO. 00469/2026**

**CONDITIONS OF AGREEMENT**

**(Any resultant Service Level Agreement will be subject to NBCRFLI's generic  
terms and Conditions of Agreement)**

**The blank SLA must be downloaded from the NBCRFLI to familiarised with the  
terms and conditions**

**RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

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**SECTION D**  
**SCOPE OF SERVICES**

**FOR**

**RFB NO. 00469/2026**

**BACKGROUND**

1.1 The NBCRFLI is governed by the Labour Relations Act of 1995, which allows employers and employee organizations to establish a bargaining council for an industry and area. Through collective bargaining, trade unions and employer organizations, which are party to the Council, can negotiate matters that are of mutual interest to the Road Freight and Logistics Industry

1.2 This approach allows for better regulation of matters which affect the industry, thereby enforcing minimum standards and conditions of employment within the Road Freight and Logistics Industry, which ultimately contributes to Labour stability. The Council also supports its members through managing the industry's annual leave, sick leave, holiday bonus funds, and by providing health and wellness as well as dispute resolution management services

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**2. ABBREVIATIONS AND ACRONYMS DESCRIPTIONS**

| <b>ACCRONYMS</b> | <b>DEFINITIONS</b>                                                  |
|------------------|---------------------------------------------------------------------|
| NBCRFLI          | National Bargaining Council for Road Freight and Logistics Industry |
| the Act          | Labour Relations Act of 1995                                        |
| ToR              | Terms of Reference                                                  |
| RFB              | Request for Bid                                                     |
| SLA              | Service Level Agreement                                             |
| CSD              | Central Supplier Database                                           |
| PSIRA            | Private Security Industry Regulating Authority                      |

# **RFB00469/2026 APPOINTMENT OF SERVICES PROVIDER FOR PROVISION OF SECURITY SERVICES TO THE NBCRFLI BRAAMFONTEIN HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION OF RENEWAL**

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## **TERMS OF REFERENCE**

### **INTRODUCTION**

National Bargaining Council for the Road Freight and Logistics Industry (NBCRFLI) has been in existence since 1946. Over the years, it has undergone several changes primarily in accordance with the laws of the day.

### **3.1 PURPOSE**

3.1.1 The purpose of the Request for Bids (RFB) is to invite competent bidders (hereinafter referred to as “bidders”) to render security services for the NBCRFLI Braamfontein Head Office.

3.1.2 The specific objective of this project/assignment is for the protection of employees, information, other physical assets and access control of the NBCRFLI's.

In addition, the security guards will record exit and entry of NBCRFLI visitors on the following:

- 24 hours security services for NBCRFLI's Braamfontein office.
- Ensure compliance with the Control of Access to Public Premises,
- Vehicles Act 53 of 1985 and Protection of Personal Information Act 2013.
- Upon appointment and subsequent signing of the Service Level Agreement (SLA) by both parties, the bidder should be available to provide the services for a period of three (3) years with an option for renewal.

### **3.2 SCOPE OF WORK**

- The guarding services at the NBCRFLI Head Office in Braamfontein, Gauteng:

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- Provision of security services for twenty-four (24) hours, seven (7) days a week, including public holidays (24/7) at Braamfontein, Johannesburg (Head Office).
- One (01) x Unarmed Grade B Security Guard & Eight (07) x Unarmed Grade C Security Guards for day shift (06h00 to 18h00).
- One (01) x Unarmed Grade B Security Guard & Three (03) x Unarmed Grade C Security Guards for Night shift (18h00-06h00).
- One (01) x Unarmed Grade B Security Guard for day and night shift relief duties.
- Perform access control management, attendance register, surveillance and patrol.
- The duration of the services is thirty-six (36) months.

### **3.3 PROJECT DELIVERABLES**

- The effective and efficient provision of twenty-four (24) hours, seven (7) days a week security services to the NBCRFLI Head Office in Braamfontein, (Gauteng) to protect organizational employees, information and other physical assets
- Patrolling the premises, recording and report security breaches /incidents in all offices.
- Bidder with a contactable control room, armed response and extended facilities in case of need.
- The bidder is required to provide a report monthly or as and when required to the Facilities Management team in writing.
- The Site Manager must conduct a physical site visit to monitor the security guards at least 3 times a week.
- Carry out lawful security orders/instructions issued by the NBCRFLI's representative from time to time.
- React and report the emergency situations to the relevant emergency services, e.g. ambulance services, fire department, police station and the NBCRFLI's representatives immediately when the emergency occurs.
- Ensure that security registers are always neat and up to date.

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- Report any lost and found articles/items to the supervisor and to the NBAC's representative.
- Comply with the Occupational Health and Safety Act and Regulations (Act 85 of 1993) and the provisions of Firearm Control Act, 2000 (Act 60 of 2000).
- Provide additional resources (guards) as and when required.
- The NBCRFLI will hold the security company responsible (with reason) for any loss or damage to property on the site due to theft or vandalism. Such loss or damage shall be recovered by the NBCRFLI from the security company.
- Project plan and methodology detailed and clear schedule on how the project will be executed in line with the scope of service must be included in the proposal.
- The prospective bidder is expected to supply all equipment in accordance to acceptable standards within the industry.
- Enough capacity to respond during an emergency need like a riot. Tactical Response Unit availability
- Intrusion detection and other devices
- Daily monitoring of real-time security events.
- Identification of potential security events; and
- Escalation of severe security events.
- Emergency response time needs to be agreed upon in an SLA-which will be part of the overall Tender Agreement; and
- Request rate tables.

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**NB.** The list of NBCRFLI Security posts and number of guards are as per table below

**Table: 1 Service required by NBCRFLI**

| Qty | Description                  | Grade | MON-SUN | 6AM-6PM | 6PM-6AM |
|-----|------------------------------|-------|---------|---------|---------|
| 3   | Patrol guard/Site Supervisor | B     | Yes     | Yes     | Yes     |
| 10  | Patrol guard                 | C     | Yes     | Yes     | Yes     |
| 5   | Panic button                 |       | Yes     | Yes     | Yes     |
| 4   | Two-way radios               |       | Yes     | Yes     | Yes     |
| 1   | Base Station                 |       | Yes     | Yes     | Yes     |
| 1   | Guard Monitoring System      |       | Yes     | Yes     | Yes     |
| 1   | Identity scanner             |       | Yes     | Yes     | Yes     |
| 1   | Portable Operational Torch   |       | Yes     | Yes     | Yes     |
| 10  | Hand Cuffs                   |       | Yes     | Yes     | Yes     |
| 10  | Baton                        |       | Yes     | Yes     | Yes     |

### **3.4 DURATION AND TERMINATION**

- The duration of the services rendered shall last for a period of three (3) years starting from date of the signing of contract and inclusive of the stated commencement date.
- Subject to its prevailing operational circumstances, NBCRFLI might give the contracted bidder one (1) months' notice in writing of its intention to extend or renew the contract for a period determined suitable by NBCRFLI.
- The contract can be terminated by either party in writing after having given THREE (3) months' notice to the other party, with the intention of terminating the contract.

### **3.5 SUBCONTRACTING**

A bidder awarded a contract may only enter into a subcontracting arrangement with the approval of the NBCRFLI.

### **3.6 JOINT VENTURES, CONSORTIUMS AND TRUSTS**

- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. NBCRFLI will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power

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of attorney/resolution letter to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

## **3.7 LEGAL IMPLICATIONS**

- It is a requirement that the successful bidder will enter into a service level agreement (SLA) with the NBCRFLI.

## **4 GENERAL REQUIREMENTS AND RESPONSIBILITIES**

### **4.1. SUPERVISORS**

- (i) Supervisors must have basic formal education (at least Grade 12 Level) and be trained in at least the same grade as the posts they are employed in;
- (ii) Supervisors must have a good grounding in their post descriptions and duties;
- (iii) Supervisors must at all times be capable of leading/controlling and supervising their subordinates; and
- (iv) Supervisors must be able to communicate, read and write in at English

### **4.2. SECURITY OFFICERS**

- (i) Security officers must have basic formal education (at least Grade 10 Level) and be trained in at least the same grade as the posts they are employed in;
- (ii) Security officers must be able to communicate, read and write in at least English;
- (iii) Security officers must not be younger than the age of eighteen (18).

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### **4.3. APPLICABLE GENERAL REQUIREMENTS**

- (i) Supervisors and security officers must have undergone and passed formal security training.
- (ii) Supervisors must always present an acceptable image/appearance which implies, inter alia, that they may not sit, lounge about, smoke, talk with a cell phone, eat, or drink while attending to people.
- (iii) Supervisors and Security officers must always present dedicated attitude/approach to security, which attitude/approach shall imply, inter alia, that there shall be no unnecessary arguments with visitors/staff or discourteous behaviour towards them.
- (iv) Supervisors and Security officer must be physically healthy and medically fit for execution of their duties.
- (v) Supervisors and Security officers must be registered as security officers/guards, as required by Private Security Industry Regulatory Authority, act 2001, and Section 23 (1) and Regulations made under Private Security Industry Regulatory Authority, Act 56 of 2001.
- (vi) Supervisors and Security officers must sign an undertaking in which they declare that they will refrain from any action, which might be to the detriment of the State and NBCRFLI.
- (vii) Supervisors and Security officers are prohibited from reading departmental documents of records in offices or unnecessary handling thereof.
- (viii) No information concerning NBCRFLI activities may be furnished to the public or media by the contracted bidder and his/her employees. (POPIA Act)
- (ix) NBCRFLI reserves the right to ascertain from the South African Police Services (SAPS) whether security personnel are registered with the Council of Security Officers.

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(x) The contracted bidder shall always ensure that, when the security officers are on duty, they are fully equipped with the following:

- 1) A neat uniform and clearly identifiable uniform of the company, which uniform will include matching raincoats.
- 2) A clear identification card of the company with the members' photo identification, PSIRA No and grade, always worn conspicuously on his/her person.

### **4.4 Tools and equipment**

- The Bidder should have the following tools & equipment:
- Means of communication
- Security Registers
- Company uniform and name tags with the names for the Security Officers.
- Torches.
- Handcuff
- Baton

### **4.5 Minimum Wage**

The prospective service provider must pay his/her employees the minimum monthly basic salary, as prescribed by the Basic Conditions of Employment Act, No 75 of 1997, Sectorial Determination 6 and the compliance of Private Security Industry Regulatory Authority (PSIRA) thereof. The prospective service provider's pricing costs on this bid must not be below the PSIRA costs requirements.

## **5. SPECIFIC CONDITIONS OF TENDER**

- 5.1 It is expected that bidders should have adequate premises. i, e: operating office / control room which is contactable 24/7 within the area of the NBCRFLI Offices with a response time to emergency of not more than 30 minutes.

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- 5.2 Bidders are required to submit valid proof of rental contract / lease / ownership of their premises.
- 5.3 Bidders must be able to assume duty immediately after acceptance/signing of the tender agreement/contract or one month after acceptance/signing of the tender agreement/contract.
- 5.4 The contract will be for a period of three (03) years from the date of awarding of the tender with the first year of the contract starting from the date of inception as per signed contract.
- 5.5 The appointed bidder must be able to enter into a Service Level Agreement (SLA) with NBCRFLI which is a framework used to define the working relationship between NBCRFLI and the appointed bidder.
- 5.6 Prospective bidders may with prior arrangement with the NBCRFLI's Facilities Management unit visit the sites to ascertain the extent of the service required.
- 5.7 The contracted bidder must through a formal instruction provide NBCRFLI with additional guards as per NBCRFLI's operational requirements get instructed to RETAIN, REDUCE or INCREASE the agreed upon guards on sites.
- 5.8 The contracted bidder may be required to provide NBCRFLI with any or all of the following incidental services or products:
  - Additional equipment, and tools required for provisioning or enhancement of the service rendered
- 5.9 The contracted bidder will in addition to the normal physical guarding services be expected to have a **Tactical Response** team which will be required to provide services alone or as part of a combined team with other contracted bidders at Council organised events as and when required

## 6. EVALUATION METHODOLOGY

- The evaluation of the bids will be done in a two (2) stage process.
- The first stage will be evaluation of bids on functionality which consists of Administrative Compliance, Desk-top evaluation and site visit evaluation and during this stage, bids that do not meet the minimum threshold for functionality

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will be disqualified and will not be considered for the second stage of evaluation where 20 points is allocated for Preferential Procurement and 80 points for price

**Stage: 1A**

**All the required information must be attached. Failure to attaching the required information will lead to a bid disqualification.**

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <p>A fully completed Tender Document with duly completed compulsory documents must be signed and certified where required and submitted as part of the bidder's tender submission.</p> <ul style="list-style-type: none"><li>➤ Organization profile</li><li>➤ A Joint Venture agreement signed by all parties in case of a Joint Venture / Consortium submission (if applicable)</li><li>➤ Central Supplier database CSD Registration. Bidders (including each member of joint venture or consortium or partnership agreement) must submit proof of registration with the National Treasury's Central Supplier Database (CSD). Bidders must ensure that they are registered on the CSD before submitting the bid.</li><li>➤ Valid BBBEE certificate / B-BBEE sworn affidavit. A trust, consortium, or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate, A valid B-BBEE certificate or sworn affidavit (the sworn affidavit must indicate the full date i.e., day, month, and year of the financial year period e.g., 31 March 2021).</li><li>➤ Audited financial statements for 2026 financial year.</li><li>➤ Valid tax compliance status report with tax PIN.</li><li>➤ Valid company registration documentation that is issued by Companies &amp; Intellectual Property Commission (CIPC).</li></ul> |
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|    | <ul style="list-style-type: none"> <li>➤ A Copy of the identity document of the company owner(s).</li> <li>➤ Valid Medical Certificate (Where applicable).</li> <li>➤ Valid South African Social Security Agency (SASSA) registration (Where applicable).</li> <li>➤ Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA) (Where applicable).</li> <li>➤ Compulsory Site Visit</li> <li>➤ Proven previous experience, including testimonials/references from previous successful completed projects, within the past 10 years. The reference letter should be on a client's official letterhead with valid contact details.</li> </ul> <p><b><i>*NBCRFLI reserves the right to contact the references to confirm the validity of information in the letters provided. No points shall be awarded for letters which the NBCRFLI cannot verify/validate.</i></b></p> <ul style="list-style-type: none"> <li>➤ Demonstrable capacity to deliver on all the desired services that include response to the project scope and allocated resources.</li> <li>➤ CVs, IDs and PSIRA Certification of the proposed resources</li> <li>➤ A pricing proposal/schedule inclusive of all deliverables as per the project scope.</li> <li>➤ A pricing schedule should be submitted on a separate sheet from the technical proposal for ease of evaluation. All Prices must include VAT.</li> </ul> |
| 2. | <p>The following proof of Accreditation / registration documents must be attached:</p> <p>The following mandatory listed documents are to be submitted:</p> <ul style="list-style-type: none"> <li>➤ Company valid PSIRA Registration Certificate and Act</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|  | <ul style="list-style-type: none"> <li>➤ Members/Directors' valid PSIRA Registration Certificate</li> <li>➤ Supervisor valid PSIRA Registration Certificate at minimum of Grade B</li> <li>➤ Guards to be posted must have PSIRA Registration Certificates at minimum Grade C.</li> <li>➤ General liability insurance cover for R5 000 000.00 or more</li> <li>➤ Valid ownership of firearms and licenses (proof required) <ul style="list-style-type: none"> <li>➤ Valid Firearms use competency certificate</li> <li>➤ Certified SAPS police clearance for the directors</li> <li>➤ Proof of employment of a minimum of five (5) Security Officers that have been in the employ of the company for more than two (02) years.</li> </ul> </li> <li>➤ Valid ICASA issued communication radio license of the company</li> <li>➤ Ownership of vehicles and proof thereof or alternatively formal written and signed contract of hired vehicles to be used for the project.</li> </ul> <p>The following administrative compliance documentation:</p> <p>Certified copy of the company's PSIRA letter of good standing</p> <ul style="list-style-type: none"> <li>➤ Certified UIF compliance certificate for companies that have been in business</li> <li>➤ COIDA - Letter of Good Standing with the Compensation Commissioner</li> <li>➤ Certified copy of letter of good standing from the Provident fund for companies that have been in business.</li> <li>➤ Copy of proof of registration with the Provident fund and payment of the dues.</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>➤ A Joint Venture agreement signed by all parties in case of a Joint Venture / Consortium submission (if applicable).</li> <li>➤ Central Supplier database (CSD) Registration. Bidders must ensure that they are registered on the CSD before submitting the bid.</li> <li>➤ Valid tax compliant status report with PIN</li> <li>➤ <b>NB:</b> Failure to submit any of the above documents will result in the bidder being disqualified for further evaluation.</li> </ul> |
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2.

**EVALUATION CRITERIA**

The site visit proposal will be evaluated on scores indicated in the table below:

| Heading                      | Requirements                                                                                                                                                                                                                                                                                                                                                            | Allocated Points |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Personnel Resources</b>   | <b>Recruitment strategy or policy on how staff is recruited to provide the services:</b> <ul style="list-style-type: none"> <li>- Incomplete recruitment strategy or policy = 4 Points</li> <li>- Complete and detailed recruitment strategy or policy = <b>6 Points</b></li> <li>- No recruitment strategy or policy information provided = <b>0 Points</b></li> </ul> | <b>10</b>        |
| <b>Operational resources</b> | <b>Availability of competent skilled staff and managed in accordance with basic condition of employment act and related legislation: (Staff</b>                                                                                                                                                                                                                         | <b>10</b>        |

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|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                              | <p>record to include educational &amp; formal guard training certificate, signed contract of employment, code of conduct, Cv's indicating experience, identity copies, valid Psira certificate and security clearance)</p> <ul style="list-style-type: none"> <li>- Educational and formal guard certificate = <b>1 Points</b></li> <li>- Relevant CV indicating experience in line with work requirements = <b>2 Points</b></li> <li>- Signed contract of employment by employee and employer = <b>2 Points</b></li> <li>- Organizational code of conduct = <b>2 Points</b></li> <li>- Valid employee PSIRA certificate = <b>1 Points</b></li> <li>Security clearance record = <b>1 Points</b></li> <li>- <b>ID copy = 1 Points</b></li> <li>- <b>No records provided = 0 Points</b></li> </ul> |           |
| <b>Operational resources</b> | <p><b>Detailed operational resources including proof of documentation on how sites would be managed and controlled during rendering of security services considering following elements:</b></p> <ul style="list-style-type: none"> <li>- Operational equipment in line with TOR = <b>8 Points</b></li> <li>- Operational communication tools and 24-hour manned control room = <b>8 Points</b></li> <li>- Clearly identifiable personnel protective clothing including identification card (combat and / corporate)<br/>= <b>8 Points</b></li> <li>- Posting system and contingency in case of absenteeism = <b>4 Points</b></li> </ul>                                                                                                                                                         | <b>50</b> |

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|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                         | <ul style="list-style-type: none"> <li>- Working procedure guidelines for guard functions = <b>8 Points</b></li> <li>- Risk assessment plan and reporting = <b>6 Points</b></li> <li>- Company vehicles – branded in company logo or name and valid vehicle papers in company name = <b>8 Points</b></li> <li>- No evidence or documentation provided = <b>0 Points</b></li> </ul>                                                                                                                                                                                                                                 |           |
| <b>Customer Service</b> | <p><b>Documented proof of how the organization will monitor and ensure quality of their service.</b></p> <ul style="list-style-type: none"> <li>- Standard operating procedure and customer complaints resolution system = <b>10 Points</b></li> <li>- Incident investigations and reporting = <b>6 Points</b></li> <li>- Weekly &amp; / monthly meetings and reporting = <b>5 Points</b></li> <li>- Daily inspection visits with evidence = <b>4 Points</b></li> <li>- Customer satisfaction survey questionnaire = <b>5 Points</b></li> <li>- No evidence or documentation provided = <b>0 Points</b></li> </ul> | <b>30</b> |