



The Market Theatre Foundation

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED RESPONSE SERVICE FOR MTF.

MTF 10/2025-2026

Advertised Date: 04 February 2026

Closing Date: 26 February 2026

Closing Time: 12:00

Compulsory Briefing / Site Visit: 10 February 2026 @ 11:00

Briefing Address: 138 Lillian Ngoyi St, Newtown, Johannesburg

Tender Price: N/A

Tender must be delivered in Tender box situated at:

138 Lillian Ngoyi Street, Newtown, Johannesburg

Contents

1	General information	4
1.1	Purpose of this document	4
1.2	The Market Theatre Foundation	5
2	Overview of required services	5
2.1	The scope of the contract	5-7
3	Period	7
4	Pricing	7
5	Compulsory requirements	7-8
6	Other Requirements	8
7	Service level agreement	8
8	Selection and evaluation criteria	8-10
9	Taxes and duties	10
10	Disclaimer	10-11
11	Proposal requirements	11-14
11.1	References	12
11.2	Project participants'experience	12
11.3	Contract agreement	12
11.4	Compliance with conditions	12
11.5	Lodgement process	13
11.6	Confidentiality of responses and security of intellectual property	13
11.7	RFP submission	13
11.8	Ownership of documents	14
11.9	Discrepancies	14
11.10	Collusive practices	14
11.11	Contact for further information	14
12	Special conditions of response / contract	15-16
12.1	Addenda to response	15
12.2	Lingua franca	15
12.3.	Discounts	15
12.4	Disclosure of information	15
12.5	Rights reserved	15
12.6	Inquiries to be prior to closing date	16
13	Format of the bid response	16-17
14	Glossary	17



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

15 Annexure

18

- A : SBD 1 – Invitation to bid and copy of the advertisement
- B : SBD 2 - Tax clearance certificate
- C : SBD 4 – Declaration of interest
- D : SBD 6.1 – Preference points claim form to the preferential procurement regulations 2011
- E : SBD 7.2 – Contract form - Rendering of services
- F : SBD 8 - Declaration of bidder's past supply chain management practices
- G : SBD 9 - Certificate of independent bid determination
- H : CSD Registration - Procedure on registration onto the central supplier database
- I : Pricing schedule

1 General Information

1.1 Purpose of this document

The Market Theatre Foundation (MTF) wishes to appoint a Service Provider to provide Security Services for the MTF for a period not exceeding three (3) years.

1.2 The Market Theatre Foundation

The Market Theatre Foundation: A Culturally Vibrant Space for Storytelling

The Market Theatre Foundation (MTF) is one of South Africa's leading cultural institutions. It includes four business units or creative hubs: The Market Theatre, The Market Theatre Laboratory, The Market Photo Workshop, and The Windybrow Arts Centre. Together, these divisions make MTF a culturally vibrant space for artistic expression, development and community programmes.

The Market Theatre

The MTF's core business is producing a variety of theatre works that reflect and represent the issues that affect the people of South Africa. The Market Theatre Foundation produces an estimated 20-25 productions annually, which create employment for +/-250 artists per financial year.

Over the years, The Market Theatre has provided work for +/-10 000 theatre practitioners as follows:

- Playwrights
- Directors
- Actors
- Designers (set, costume, lighting, sound)
- Stage managers and technical crews

In line with the MTF's mission and vision, 85% of these artists are from the historically disadvantaged communities, ensuring transformation, representation and access remain at the heart of its work.

The Market Theatre Laboratory

The Market Lab is a multi-award-winning arts incubator with a reputation for facilitating the development of exceptional young theatre-makers, facilitators, actors, writers and directors, and for creating innovative and relevant new plays. Lab students have the opportunity to work and learn with some of the country's most iconic theatre practitioners, while creating a diverse range of work both individually and within an ensemble. With multiple local, continental and global partners, The Market Lab strives to create enriching experiences that contribute to the personal and artistic growth of each person who participates in our programmes. Alumni have gone on to excel on stage and screen, or chosen to apply their skills in several other industries, including publishing, radio, event management and marketing. Many are playing leadership roles in arts institutions and other contexts, and remain committed to working in the communities that nurtured their growth as young artists.

The Market Photo Workshop

The Market Photo Workshop (MPW) is a renowned photography school, project space and gallery offering industry-competitive programmes to aspiring visual storytellers at affordable rates. It prepares students for careers in:

- Photography
- Visual Culture
- Photojournalism
- Visual Storytelling

MPW's Public Programmes engage professional photographers, educators, students and the public, creating visual literacy, archiving historic moments and training the next generation of storytellers. The Public Programmes seek to inform trends, practices, methods and contemporary ways of working and thinking in South African photography practice. This is achieved through exposure to a broad understanding of visual culture.

The Photo Workshop Gallery and Gallery 1989 are galleries that produce regular exhibitions and publications.

The Windybrow Arts Centre

Housed in a revitalised 121-year-old Heritage building in Doornfontein, The Windybrow Arts Centre (WAC) is a community-driven space for literacy, cultural exchange and pan-African engagement. The building was built by a mining engineer, Theodore Reneurt, during the height of the Johannesburg gold rush over a century ago.

Embedded in the Hillbrow, a melting pot for cultural diversity, WAC is uniquely positioned to tap into Africa's cultural wealth all in one place.

Working alongside the community of Hillbrow, WAC intends to create legacy programmes that reflect the heritage of the area and, through art, encourage opportunities that empower the youth with knowledge systems that will expand their horizons and expand their vision.

Impact

As an internationally recognised award-winning cultural institution with compelling artistic offerings and public programmes, The Market Theatre Foundation is a true market for social cohesion, pulling audiences of different Socio-Economic Measures (SEM). Our audiences are culturally engaged, brand-conscious and rewarding to organisations that uplift the arts and contribute to social impact.

Partnering with us comes with the following brand value:

- Cultural credibility
- Longevity
- Contribution to transformation through meaningful impact
- Strong governance, internal controls and financial management



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

2. Overview of required services

Services of trained Security Personnel are required by MTF to perform duties that include but not limited to

- **Control and monitor the access entrances for all buildings**
- **Guards to patrol the premises internally and externally across all buildings**
- **Provide armed response services**
- **Crime prevention measures to ensure vigilance to any suspicious activities in and around the below mentioned spaces.**
- **Ensure that workstations are kept neat and tidy.**

- The Theatre Complex building situated at 56 Margaret Mcingana Street, Newtown;
- The Market Square building at 138 Lillian Ngoyi Street;
- The Windybrow Arts Centre at Cnr Pietersen Street and Nugget Street, Doornfontein;
- 154 Lillian Ngoyi, Newtown;
- Parking area Cnr Rahima Moosa Street and Mariam Makeba, Newtown;
- Stores 152 Lillian Ngoyi Street, Newtown.

2.1 The scope of the contract

- A) Day shift staff: 6 x Grade C guards; 1 x Supervisor Grade B;
- B) Night shift staff: 6 x Grade C guards;
(The Market Theatre reserves the right to decrease or increase the quantity at any given time)
- C) Armed response services (24 Hrs. and 7 days a week)
- D) Conduct a security assessment report annually on all MTF buildings.
- E) The staff should be in a possession of the following:
 - Pepper spray
 - Branded Corporate Uniforms (Summer and Winter)
 - Baton
 - Two-way radio
 - Handcuffs or cable ties
 - Torches
 - Visitors books
 - Key management system and assets registers (6 venues only)
- F) All shift staff must look professional at all times and they must be able to communicate well in English & other South African languages.
- G) Guard monitoring system.
- H) Night shift staff should be in more visible uniform at night time with reflective vests/ jackets, seven (7) days a week from 6pm to 6am with two-way radios.
- I) Potential service providers should also provide MTF with the rates for following:



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

- Temporary additional guards
- Daily rates
- Monthly rates and
- Nighttime rates.

J) The total number of staff required is 14 (Fourteen) including the supervisor .

K) Back up staff must be trained to manage the sites in the event of the need for relief.

L) All security staff shall be trained and be knowledgeable about MTF procedures and schedules, emergency, fire drills and evacuation procedures.

M) Quarterly inspection audit of services will be conducted.

N) CCTV monitoring

O) The security guards must make sure that everyone who enters the building signs in and out via the Market Theatre Foundation electronic access system.

P) The security guards must not allow any hirer or user of the venue to put up or take down any posters and/or banners without proper authorisation.

Q) The security guards should make sure that the area they are stationed in is clean. They are required to pick up papers or any other dirt around the area they look after.

R) The security guards should ensure that deliveries are made where access of delivery vehicles is permitted.

S) It is the responsibility of the security service provider to make sure that the site operation procedure document is followed.

T) Escorting patrons and staff from building to building including the FNB parking area.

U) Security guards to not use their cellphones while on duty, so that they are alert at all times.

V) All premises to have patrol tags and a patrol report to be submitted on a monthly basis to the Market Theatre Foundation.

W) In case of any security breach the investigation will be liable by the preferred supplier and to their own cost that will include polygraph tests (if Needed).

3. Period

The services will be provided for a 3-year period. The awarded contract start date will commence on the 01 July 2026.

4. Pricing

The Market Theatre Foundation reserves the right to not consider pricing that is submitted and is below the PSiRA rates paid to guards as per the Private Security Industry Regulatory Authority 2025-2026 PSiRA industry rates for Area 1 & 2 (metropolitan areas). Illustrative Costing Guideline as well as gazetted in the government gazette (See links Below).



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF

MTF 10/2025-2026

<https://www.psira.co.za/dm/documents/Illustrative%20Costing%20Guideline%202024-2025%20AREA%201%20and%202.pdf>. PSiRA sectorial determination updates.

https://www.psira.co.za/dm/documents/Annual%20Fees%20Review%20Presentation_2025_2026.pdf

Service providers must provide a detailed breakdown of the costs and fees. The proposal must be firm and valid for a period of 120 days. The total cost must reflect VAT inclusive amount, on the SBD 1 provided.

All assumptions made in preparing the proposal, including all cost factors such as travelling, must be detailed.

Prices quoted must be valid for at least 120 days from the closing date of the RFP.

It is a condition of this bid that all prices quoted by the Bidder are in Rand with no additional liability flowing to the MTF from any variation in the exchange rate between the Rand and any foreign currencies. Such risk must either be carried by the Bidder or covered by means of a forward exchange contract arranged through their bankers. Any cost of such shall be deemed to be included in the tender amount.

The payment policy of MTF is 30 days from the date of receipt of invoice.

The Contract Sum shall NOT be subject to any price adjustment by any increase or decrease in the cost of labour from the date of submission of the bid to the completion of the contract. The Bidder must make allowance in rates or elsewhere in the tender for any escalation in costs which may occur.

5. Compulsory requirements

- A valid PSiRA registration certificate and a letter of good standing from PSiRA for the company.
- A letter of good standing from Department of Labour confirming that the COIDA contributions are up to date.
- Valid Tax Clearance Pin Certificate.
- Proof of CSD (Central Supplier Database) registration. **(Kindly note that the company must be tax compliant as per the CSD (Central Supplier Database) on the appointment date. If not compliant the company will be given 7 days to correct their tax compliance from notification from the supply chain department. If after the 7 days the company is still non-compliant the bid will be disqualified.)**
- Compulsory briefing / site visit on the **10 February 2026 @ 11:00**
138 Lillian Ngori Street, Newtown, Johannesburg.
- Pricing that is submitted and is below the PSiRA rates paid to guards as per the Private Security Industry Regulatory Authority 2025-2026 PSiRA industry rates for Area 1 & 2 (metropolitan areas) will be disqualified.

Bidders will be taken on a site visit and a brief description of the services needed, as well as questions and answers. The meeting is compulsory so therefore bidders who do not sign the attendance register will be disqualified.



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

Failure to comply to any of the conditions stipulated above will be disqualified.

6. Other Requirements

- The Service Provider must provide at least 3 contactable references / letters signed and stamped of recommendation from previous clients.
- Certified copy of BBBEE certificate / affidavit.
- Company profile stating years of experience in the security field.
- CV's of regional or operations manager and Supervisor that will be made available to the Market Theatre Foundation, stating their experience managing in guarding.
- CV's and certified ID copies of possible security guards that will be allocated to The Market Theatre Foundation.
- Proof of residence of your branch location that will service the MTF.
- Provide proof of certified copies of registration at PSiRA of all the security officers that will be allocated to The Market Theatre Foundation.
- Risk Based Contingency Plans (Attach plans as per below)
 1. Strike Management;
 2. Fire Management;
 3. Security Breaches;
 4. Emergency Evacuation;
 5. Riots and Crowd Management.

Failure to submit documents stated above will lead to functionality points not being allocated as indicated in the functionality criteria bullet number 8 below.

7. Service Level Agreement

The successful Service Provider will sign a Service Level Agreement (SLA) that details the terms of the contract including, the scope of work to be delivered, pricing, timeframes and other relevant contractual obligations of both parties.

No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

8. Selection and Evaluation Criteria

The MTF needs to be satisfied, in all respects, that the Service Provider selected has the necessary resources, skills, knowledge and experience for this project, and that all submissions are regarded in a fair manner in terms of the evaluation criteria.

Knowledge of government regulations is an advantage. The bidder should have the necessary expertise, capacity and previous experience in security services.

The bidders will be evaluated by the BEC (Bid Evaluation Committee) for functionality and stipulated criteria as per the table below.

Criteria	Weighting
Locality of the closest Control Room: (Please supply proof of business residence by means of a lease or a municipal rates statement of your branch location that will service the MTF) <ul style="list-style-type: none"> • Within Gauteng – 5 Points • Outside Gauteng – 3 Points • Outside SA Borders – 0 Points 	5
Experience of the possible Regional / Operations Manager allocated to this contract: (Provide a detailed CV with years of experience in security services in a managerial position.) <ul style="list-style-type: none"> • 20 Years or more – 10 Points • 15 - 19 Years – 7 Points • 10 - 14 Years - 3 Points • Below 10 Years – 0 Points 	10
Experience of the possible Supervisor allocated to this contract: (Provide a detailed CV with years of experience in security services in a managerial position.) <ul style="list-style-type: none"> • 10 Years or more – 10 Points • 5 - 9 Years – 5 Points • 1 - 4 Years - 3 Points • Below 1 Years – 0 Points 	10
Provide CV's and certified ID copies of security guards and supervisor that will be allocated to The Market Theatre Foundation. <ul style="list-style-type: none"> • 100% South African Citizens – 20 Points Below 100% South African Citizens – 0 Points <p>Copies that are not certified will lead to not being scored and will be disqualified.</p>	20
Provide proof of certified copies of registration at PSiRA of all the security officers that will be allocated at to The Market Theatre Foundation. 1 Supervisor Grade B and 13 Security officers (13) must be a PSiRA Grade C	10



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

<ul style="list-style-type: none">• 100 % of certified copies of PSiRA certificates submitted— 10 Points• Below 100% - 0 Points <p>Copies that are not certified will lead to not being scored and will be disqualified.</p>	
Risk Based Contingency Plan (Attach plans as per below)	25
Strike Management <ul style="list-style-type: none">• A detailed plan on how the security service provider will manage a strike by its employees – 2.5 points• A plan on how the security service provider will assist MTF during public unrest. The plan must have due regard to the provision of extra security officers in the case of an unrest – 2.5 points• No Submission – 0 points	
Fire Management <ul style="list-style-type: none">• A detailed plan on how the security service provider will manage the sites when a fire breaks out – 5 points• No Submission – 0 points	
Security Breaches <ul style="list-style-type: none">• How is the service provider going to manage the sites when a case of security breach is detected. – 5 Points• No Submission – 0 points	
Emergency Evacuation <ul style="list-style-type: none">• How would the service provider assist the authorities during an emergency evacuation. – 2.5 Points• Training Schedule for security officers on sites on the emergency evacuation for sites should be included – 2.5 Points• No Submission – 0 points	
Riots and Crowd Management <ul style="list-style-type: none">• A summary of step-by-step process on how to manage crowd and riots to avoid a stampede – 5 points• No Submission – 0 points	
Company Experience Signed reference letters on a client letterhead with contactable numbers for similar projects done within the past 10 years. <ul style="list-style-type: none">• 3 and more references letters – 20 Points	20



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

<ul style="list-style-type: none">• 2 references letters – 15 Points• 1 reference letter – 10 Points• No Letters - 0 Points	
Total	100

The functionality threshold is **80 points**. Any bidder who does not submit the information required to evaluate, will be at risk of not being awarded points to meet the threshold as stipulated and could be disqualified as a result.

The tender will be evaluated based on 80/20 split; with 80 points being allocated for pricing; and 20 points for BBBEE requirements. This is reflected in the table below.

BBBEE points will only be awarded if a certified copy or original of the BBBEE certificate is present in the submitted bid document.

MTF reserves the right to invite bidders for the presentations before the award of the tender.

Price points	80
BBBEE	20
Total points	100

9. Taxes and duties

No contract shall be concluded with any bidder whose tax matters with the South African Revenue Services are not in order. Prior to the award of a bid MTF must be in possession of a tax clearance certificate pin, submitted by the bidder.

10. Disclaimer

Neither the MTF nor any of its consultants accepts any responsibility to any Bidder or other third parties under the law of contract, tort or otherwise, for any loss or damage which may arise from this RFP, any matter deemed to form part of this RFP, the supporting information or documents referred to in this RFP or any information supplied by, or on behalf of, the MTF.

No unsuccessful Bidder will be entitled to any redress against the MTF in the event that the MTF enters into any agreement in relation to the RFP with any other Bidder.

No warranty or representation is made about the accuracy or completeness of the information contained in this RFP.

Any costs incurred by the Bidders during the development of the Bidder response will be at the Bidder's expense and will not be covered by the MTF.



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

In respect of this RFP and in addition to other contractual conditions and principles contained herein:

- MTF may elect not to proceed with awarding the bid;
- Bidders will be liable for payment of their own legal costs, whether or not a contract is entered into; and
- No claims for compensation will lie against the MTF if, following the evaluation of responses, the MTF elects not to conclude a contract with any Bidder.

11. Proposal Requirements

11.1 References

The proposal should include at least three contactable (3) references from clients who received similar services over the immediate past 10 years. This should preferably include clients having similar scope of services, industry and scale as the MTF.

The references should include a brief description of the services provided for each client and the MTF must have appropriate access to the clients listed.

The references must be contactable, and the details provided must include:

- Reference letter
- Contact person
- Company name
- Telephone number
- Email address
- Cell number (if possible)
- Signed, Dated and stamped on a company letterhead

As required, MTF may require a visit or contact one or more of these sites.

11.2 Project participants' and company experience

Bidders should submit details describing the relevant experience of their proposed staff which will be used to provide the services. The information should include a description of qualifications, knowledge and relevant experience.

Bidders should also submit a profile to stipulate how long the company was or is in business and their experience in security services.



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

The documentation should adequately describe how the Bidder has performed similar services for similar types or size of organisations.

11.3 Contract agreement

The successful Bidder will be required to enter into a contractual arrangement with the MTF.

11.4 Compliance with conditions

Bidders are required to comply with all terms and conditions set out in this RFP.

11.5 Lodgement process

Responses to this RFP must be made in printed form. Responses must be delivered in a sealed envelope accompanied by a covering letter on the letterhead of the Bidder's organisation, duly signed by an authorised representative of the Bidder's organisation.

11.6 Confidentiality of responses and security of intellectual property

Responses shall be received and held in confidence. Security procedures apply for all materials received in response to this RFP.

11.7 RFP submission

The following information is pertinent to the RFP Submission

Closing Date	26 February 2026
Closing Time	12:00

RFP submissions are to be labelled as follows:

Bid Number	MTF 10/2025-2026
Description	REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED RESPONSE SERVICE FOR MTF.

Responses must be received at the following addresses.

Physical Address	The Market Theatre Foundation 138 Lillian Ngoyi Street NEWTOWN
-------------------------	--



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

	Place bid documents in the tender box by the Security at reception between 8:00 and 17:00 on weekdays
--	---

- No responses will be accepted after the closing date and closing time.
- Responses may not be delivered by facsimile or email.

11.8 Ownership of documents

All documents forming the response to this RFP shall become the property of the MTF. Intellectual property contained in the response shall remain vested with the Bidder.

11.9 Discrepancies

Bidders are advised that should a discrepancy exist between information contained in this RFP and any subsequent contract documents then the contract documents will prevail.

11.10 Collusive practices

Except to form a consortium to respond to this RFP, a Bidder shall not enter into any agreement with any other Bidder or industry association concerning the preparation of a response to this RFP. In particular, but without limiting the foregoing, a Bidder shall agree not to pay any amount to any unsuccessful Bidder.

Evidence of collusion may lead to the rejection of all offers pursuant to this RFP and Bidders involved in such practices may be barred from tendering for further contracts with MTF. In addition, Bidders found guilty of collusive practices will be reported to the National Treasury and maybe listed on the Database of Restricted Suppliers.

Bidders may be required to provide a declaration confirming that they have not engaged in collusive practices in relation to this RFP.

This declaration can be found in Appendix B. The Bidder is required to complete the appendix and include it with the Bid that is submitted to MTF.

MTF reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

11.11 Contacts for further information

Bidders wishing to clarify items within this RFP should contact the MTF representative mentioned below either by email. Where the information is not of a confidential nature, MTF reserves the right to distribute copies of all communications to all recipients of the RFP. Queries should be directed to MTF's SCM Assistant indicated below:

Mr Vickey Pienaar
+27 11 832 1641 ext 208
VickeyP@markettheatre.co.za

12. Special conditions of Response/Contract

The requirements for the services and supporting infrastructure are set out in this RFP. The following requirements relate to all Bids submitted.

12.1 Addenda to response

Information not specifically required for the RFP but deemed by the Bidder to be of value to the evaluation shall be included as an addendum to the Response. Addenda should not include advertising brochures or similar material.

Where there is referencing to published manuals, the relevant extracts from the manuals and those alone, shall be placed in the addenda.

12.2 Lingua franca

All information supplied in the Bid Response and all communication in this regard shall be in English.

12.3 Discounts

The Bidder shall set out any discounts and allowances where appropriate, including discounts for prompt payment.

12.4 Disclosure of information

No Bidder shall furnish information, make any statement or issue any document or other written or printed material concerning the acceptance of the response to this RFP for publication in any form of media without prior written approval of the MTF.

12.5 Rights reserved

At its own discretion, the MTF reserves the right:

- to extend the time for lodgement of responses;
- to accept a response in part or in total;
- not to accept any Bid resulting from responses to this RFP, in part or in total;
- to, at its own discretion, vary any of the requirements of the services to be delivered during the course of negotiations with the preferred Bidder;
- terminate the evaluation of responses;
- to invite new responses;

- to determine whether or not a response will be considered in the event of a material change in a Bidder;
- to negotiate with the closest conforming Bidder in the event that no one Response satisfies all critical requirements.

12.6 Inquiries to be prior to closing date

No inquiries, whether in writing or otherwise, shall be made by Bidders following the closing date for responses to the RFP. Breach of this condition may prejudice consideration of the Bidder's response.

A Bidder shall not solicit support from, or in any form canvass any:

- employee or agent of the MTF;
- committee of the MTF;
- any consultant or contractor currently engaged by the MTF,

with respect to any matter pertaining to this RFP (unless specifically authorised by the MTF to do so). Breach of this condition may prejudice consideration of the Bidder's Response.

13. Format of the Bid Response

Bidders must provide a complete and detailed response to each of the issues raised in this RFP document, and these must be submitted in the prescribed format.

Bidders must submit a signed response in the under-mentioned format.

For ease of evaluation, Bidders are required to present their Bid documentation under the following headings:

Required Forms

1. Cover letter clearly stating the name of the organisation and the name, address and telephone number of the Bidder's representative.
2. Details of directors and shareholders (and members in the case of close corporations). In the case of wholly owned subsidiaries details of the holding company must also be provided.
3. Provide an organogram of the individuals to be involved on this project and note their designations. Attach detailed résumé's of said individuals.
4. A statement from an independent auditor / accountant regarding the Bidder's financial standing to undertake this project, the Bidder's turnover per annum over the last **3 years and also a statement of estimated turnover of current commitments**.
5. A list of previous and existing projects in place not exceeding 10 years in history
6. Bidders must ensure that the final offer value is correctly carried over to the "OFFER" page, page 2 of SBD 1. The value depicted on the offer page will be regarded as the tendered amount. The "OFFER" page and all other forms must be completed in full and signed. If the forms are not signed and completed in full will lead to the bid being disqualified.
7. Note for joint ventures
 - The items above are to be addressed and completed by **EACH** member of the joint venture.



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

- An agreement between all parties of the joint venture is to accompany the Bid submission.
- BEE status is to be based on a profit sharing ratio and is to be verified by independent auditors if the tender is successful. This will be for the Bidders cost.

8. Original valid tax pin certificate.
9. Original or certified copy of a valid B-BBEE status level verification certificate or a signed and stamped sworn affidavit
10. Completed SBD1, SBD2; SBD4, SBD6.1, SBD7.2, SBD8 and SBD9 forms – see attached.
11. CSD report stating that your tax is compliant on or before the stipulated closing date. (The Report must reflect a date not older than 5 days prior to the closing date) The Market Theatre Foundation SCM department will verify the tax status of each submitted bid on CSD prior to award. If the supplier is non-compliant a 7 day period will be granted from notification from the SCM department to rectify the tax status if still non-compliant after the 7 days the bid will be disqualified.

Failure to comply with the requirements above will result in Bidders being negatively scored for responsiveness or disqualified for non-compliance.

Calculation of Preference Points

- **80/20 Preference Points System for acquisition of services, works or goods to Rand value of R50 million:**

The following formula will be used to calculate the points for price:

$$P_s = 80 [1 - (P_t - P_{min})]$$

P_{min}

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

14. Glossary

The following definitions are used within this *RFP*:

- **'Bid'** means a formal submission by a Bidder in response to the RFP document
- **'Bidder/s'** means an entity or entities submitting a Bid as above in response to the RFP, and include a Bidder Consortium.
- **'MTF'** means The Market Theatre Foundation;
- **'Photo Workshop'** means the Market Photo Workshop;
- **'LAB'** means the Market Laboratory;
- **'Preferred Bidder'** means the Bidder selected by the Evaluation Panel to enter into negotiations with MTF for the provisions of services;
- **'Service Level Agreement'** means the agreement entered into between MTF and the Preferred Bidder setting out the terms and conditions for the services to be provided by the Preferred Bidder;
- Words importing the singular include the plural and vice versa and words importing one gender shall include all other genders. Headings are for ease of reference only and shall not affect the interpretation of this agreement.
- Once a Bidder has been selected using the MTF's defined selection criteria they will be required to enter into a formal contract with MTF. The details of this contract will be finalized once the Bidder has been selected and all service negotiations are complete.

15. Annexure

- A : SBD 1 – Invitation to bid
- B : SBD 2 – Tax Clearance Requirements
- C : SBD 4 – Declaration of Interest
- D : SBD 6.1 - Preference points claim form to the Preferential Procurement Regulations 2017
- E : SBD 7.2 – Contract form (Rendering Services)
- F : SBD 8 – Declaration of bidders past SCM practices
- G : SBD 9 – Certificate of independent bid determination
- H : CSD registration
- I : Pricing Schedule

Advert

The Market Theatre Foundation is an internationally renowned performing and visual arts institution situated in Newtown, Johannesburg

**SUPPLIERS ARE HEREBY INVITED TO BID TO SUPPLY SECURITY SERVICES TO THE
MARKET THEATRE FOUNDATION.**

BID NUMBER: MTF 03/08/2022

**DESCRIPTION: REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF**

CLOSING DATE: 26 FEBRUARY 2026

CLOSING TIME: 12:00 WHEN BIDS WILL BE OPENED IN PUBLIC.

Bid documents must be deposited in the tender box situated at:

Market Square Building
138 Lillian Ngoyi (previously Bree) Street, corner Miriam Makeba Street
Newtown, Johannesburg, 2001

COMPULSORY BRIEFING SESSION: 10 FEBRUARY 2026

COMPULSORY BRIEFING SESSION TIME: 11:00PM.

Compulsory Briefing will take place at:

Main Theatre Complex
138 Lillian Ngoyi St, Newtown, Johannesburg, 2001

Bidders should ensure that documents are delivered timeously to the correct address. Bid documents that are faxed, emailed or delivered late will not be accepted for consideration. The successful bidder will be required to fill in and sign a written Contract Form.

Bid documents are available from The Market Theatre Foundation website or the e-tender portal,

For more information contact: Vickey Pienaar, vickeyp@markettheatre.co.za, (t) +27 11 832 1641 ext 208.

This bid will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA) and bid submissions will be evaluated according to the sum of the points awarded in respect of the bid value and the status of the enterprise.

Target goals are as follows: - Points for Price 80; points for BEE Level status 20; total points 100.

Functionality goal is as follows – 80 points thresholds, any supplier who does not score 80 or above will be disqualified.

The Market Theatre Foundation does not bind itself to accept the lowest or any other bid in whole or in part.

ANNEXURE A

SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)				
BID NUMBER:	MTF 10/2025-2026	CLOSING DATE:	26 February 2026	CLOSING TIME: 12:00
DESCRIPTION	REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED RESPONSE SERVICE FOR MTF			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
138 LILLIAN NGOYI STREET				
NEWTOWN				
JOHANNESBURG				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Vickey Pienaar	CONTACT PERSON	Vickey Pienaar	
TELEPHONE NUMBER	011 832 1641	TELEPHONE NUMBER	011 832 1641	
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	vickeyp@markettheatre.co.za	E-MAIL ADDRESS	vickeyp@markettheatre.co.za	
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE	TAX COMPLIANCE		O R	CENTRAL SUPPLIES MAAA



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

STATUS	SYSTEM PIN:	R DATABAS E No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
2 ARE YOU THE ACCREDITED REPRESENTATI VE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	3 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS
MAY RENDER THE BID INVALID.**

Total Bid Amount	R
-------------------------	----------

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

ANNEXURE B

SBD 2

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with

South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Jeyrel:\Mdk416-SBD2 tax clearance



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

ANNEXURE C

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....

Full Name	Identity Number	Name of State Institution



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF

MTF 10/2025-2026

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

2. Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS
CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND
COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS
DECLARATION PROVE TO BE FALSE.

Signature: Date:

Position: Name of bidder:



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

ANNEXURE D

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL
CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF
THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

$$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1.	100% Black owned or	6	
	51-99% Black owned	4	
2.	100% Black women owned or	6	
	51% to 99% Black women owned	4	
3.	5% Youth Ownership	2	
4.	2% Owned by persons with disabilities	1	
5.	Exempt Micro Enterprise (EME) or	5	
	Qualifying Small Enterprise (QSE)	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole proprietor
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

ANNEXURE E

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the Institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3 I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

3. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
4. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

5. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as
..... accept your bid under reference number dated
..... for the rendering of services indicated hereunder and/or further specified in
the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and
conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

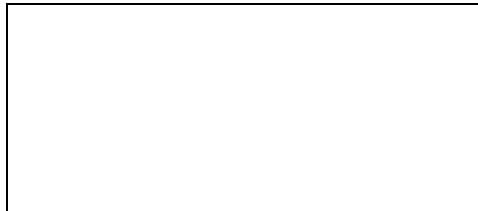
4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP





REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

ANNEXURE F

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLI CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

ANNEXURE G

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED RESPONSE SERVICE FOR MTF

MTF 10/2025-2026

communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF

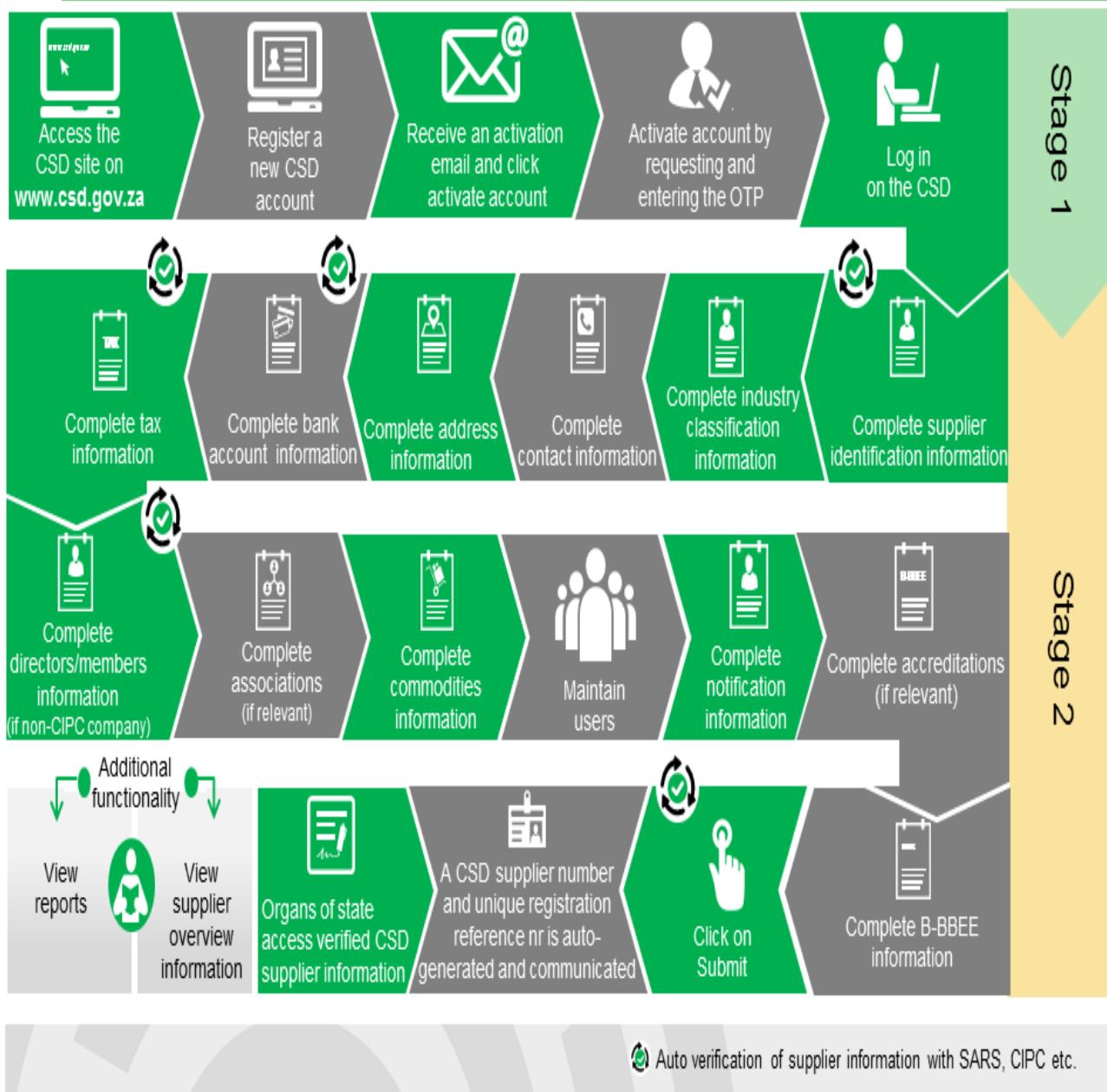
MTF 10/2025-2026

Signature: Date:

Position: Name of Bidder.....

ANNEXURE H

Supplier Self-Registration Process





REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026

ANNEXURE I

PRICING SCHEDULE

The MTF has developed the following pricing schedule as a baseline to assist in the evaluation of bids.

Each bidder is required to complete and submit the Pricing Table.

The total must be transferred onto the SBD 1 (Total bid price)

Additional hours price components must be included in the additional guards pricing table (Table 2) below, if the hours exceed the number of hours allocated in the original proposal.

1. Pricing table

Services	Days per week	Hours	Price per Hour	Price per month	Price per Year
Grade C Guards Dayshift x 6	7				
Grade C Guards Nightshift x 6	7				
Supervisor Grade Dayshift B x 1	7				
Armed Response Services (24Hrs (7 Days a week)	7				
Annually Security Assessment report	1				
Other					
Other					
Other					
Total (Year 1)					R

2. Escalations

Kindly note that the contract is a three (3) period and whether there will be yearly escalations.

Year	Percentage	Total
Year 2	%	R
Year 3	%	R

Please stipulate what the percentage will be.

Total for 3 years (Inclusive of VAT 14%)	R
---	---

3. Additional Guards

Description	Price per hour
-------------	----------------



REQUEST FOR PROPOSAL
REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD AND ARMED
RESPONSE SERVICE FOR MTF
MTF 10/2025-2026
