

Important Tender Notice
Tender No.: 2025:27 - CPS - Private Security Services

Dear Tenderer,

SUMMARY DOCUMENT

1. Kindly note this is a summary document for WITS Tender Reference No: 2025:27 - CPS - Private Security Services
2. **NON-COMPULSORY ONLINE BRIEFING SESSION:** An online information session will be facilitated via Microsoft Teams on Tuesday, 22nd July 2025 from 11h00 to 12h30 pm.
3. This document provides at a summary level the Scope of Work for the Components and Eligibility and Evaluation Criteria.
4. Please refer to PURCO SA website for Purchasing of the Tender Document Pack and also tender submission details and protocols. The below guides you how to register, purchase and submit online.
5. Tender documents can be purchased at a non-refundable fee of R 1,150.00 (VAT included) on the PURCO SA website. To download the tender documents, the steps below should be followed:

PURCO SA Tenders: How to register, purchase and submit online	
Read the following guide or visit https://purcosa.co.za/how-purchase-tender	
Login or register at purcosa.co.za	
1. Navigate to https://purcosa.co.za	
2. Click on the 'Login or Register' button and select the appropriate option	
3. Not registered on the website?	
a. Click 'Register here'	
b. Complete the form and click 'Create new account'	
c. Wait for the Account details email from PURCO SA. Check your spam filter if necessary.	
d. Click on the link in the email to login to the PURCO SA website and add a password.	
View and purchase the tender	
4. Under the Supplier Hub menu click on 'Open Tenders'	
5. Select the tender and click on 'View'	
6. Click on the 'Buy now' button	
7. You will be redirected to our payment gateway (Payfast) to make payment.	
8. If you encounter problems on the Payfast pages go to www.payfast.co.za/contact for help.	
9. When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s	
View the tender requirements	
10. Read the Tender Document for instructions about submitting your bid documents and all requirements.	
11. On the Checkout page there is a link to view a list of all your purchased tenders	
12. To view your purchased tenders you can also click on 'My purchased tenders' in the dropdown menu under your username	
13. To view the bid requirements click the 'Submit bid' link to access the online submission tenderbox. Do it as soon as possible to check all the requirements.	
Submit your bid	
14. Log in to purcosa.co.za as the user who purchased the tender.	
15. Click on 'My purchased tenders' and then the 'Submit bid' link	
16. Start submitting your bid as early as possible. Do not wait for the deadline.	
17. You can save and edit the tenderbox as often as you like before the submission deadline.	
Help with online submissions	

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18. You can watch a detailed video how to upload your bid at youtu.be/Fwlz0bjKxbl
19. View the Online submission guide at purcosa.co.za/online-tender-submissions-guide
Should you require further assistance regarding purchasing, registering and online submission please contact the PURCO SA Office Davy Ivins – 084 207 8148 davy@assocworks.co.za Bongani Machobane – 011 545 0548 bongani.machobane@purcosa.co.za Rosina Moota – 011 545 0948 – Rosina.moota@purcosa.co.za Contact Person at WITS Kindly ensure all communication must copy in Dept-Procurement-TendersAdmin admin.tenders@wits.ac.za

A. HIGH-LEVEL SCOPE OF WORK

1. SCOPE OF WORK

The requirements for each security component are detailed in the Scope of Works document, Annexure A.

The University requires a comprehensive protection and response service for its officials and non-officials (e.g. students) for business purposes. The service provider must be able to deploy on a 24/7/365 needs basis at the most direct and lowest costs for the institution.

The University may elect only to invite the top ranked eight (8) tenderers for presentations and may further shortlist for site visits. The top eight tenderers will be shortlisted based on the proposed functionality criteria. Contract awards may be recommended separately as per Private Security Service Components and such awards may be made in the order in which are presented in the Tender document (Refer to page 1 of the Tender document).

1.1. Cost Savings

1.1.1 The University requires the successful Tenderer to be an active partner in generating ideas to reduce costs, beyond only price reductions.

1.2. Pre-qualification Criteria

Tenderers who have suitable experience and demonstrated capacity in the provision of Private Security Services may be eligible to partake in this Tender.

Only Tenderers who satisfy the pre-qualification criteria as set out in the tables below should submit a Tender Submission, failure to do so will result in disqualification.

The Tenderer must submit all of the information required in the Schedules below:

Procurement Eligibility/Mandatory Criteria (All Components)	
It is compulsory that the Tenderer must have:	
1.	Provides Schedule 1: Signed Submission which has to be signed by a duly authorised representative.
2.	Provides proof of its entity's registration documentation (e.g., CIPC) indicating the date of registration/incorporation, and a list of directors, partners, and members. Only South African registered entities are allowed to bid.
3.	Provide proof of current and valid SARS Tax Pin and VAT registration certificate. Provide rationale if not VAT registered.
4.	Submit annual financial as listed below, in compliance with the requirements of the Companies Act, and submit confirmation of the Public Interest Score if AFS are not audited with reasons supplied:

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	<ul style="list-style-type: none"> • Non-EMEs must submit annual financial statements for the last three (3) financial years. • EME tenderers must submit annual financial statements for the last three (3) financial years.
5.	provide a letter of good standing from its bankers or a Letter of Bank Confirmation.
6.	provide proof that it is in possession of a letter of good standing from the Compensation Fund or a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Disease Act No. 130 of 1993. The proof must be valid at the time of close of the Tender and a valid certificate must be produced at the time of award if the certificate expires between close of Tender and award.
7.	Submit all mandatory schedules, documents and annexures indicated in the tender documents for the Eligibility / Mandatory Criteria including the Pricing Schedule
8.	<p>provide proof of the following insurance coverage:</p> <ul style="list-style-type: none"> • Public Liability with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 10 million. • Professional Indemnity Insurance with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 10 million. • General and commercial liability insurance which includes, public liability, cyber risk insurance, products and equipment liability, bodily injury and death, and property damage Public Liability with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 10 million. <p>Tenderers must submit proof that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work and may be requested to obtain a letter of confirmation from its insurers indicating that the Tenderer will meet the minimum insurance requirements.</p> <p>The Insurance coverage must satisfy the University's insurers. If Insurance cover at the minimum indicated requirement is not met as yet, the Tenderer must provide a letter of intent or assurance that the minimum insurance requirements specified above will be in place if they are awarded and prior to contract conclusion with no impact on their submitted pricing.</p>
Technical/Functionality Eligibility/Mandatory Criteria (All Components)	
9.	Provide proof of compliance as the entity/organisation to Private Security Industry Regulation Act 56 of 2001 and PSIRA Code of Conduct. Tenderer to submit proof of PSIRA Membership. Provide evidence of your renewal request if the submitted certificate has expired.
10	Provide proof of compliance to Private Security Industry Regulation Act 56 of 2001 for all proposed personnel. Provide evidence of your renewal request if the submitted certificate has expired.
11.	<p>Tenderer to provide certification or a company valid letter proof that confirm knowledge and practice for each of the following:</p> <ol style="list-style-type: none"> 1.1 Private Security Industry Regulation Act, Act 56 of 2001; 1.2 PSIRA code of conduct; 1.3 The application of the Control of Access to Public Premises and Vehicle Act, Act 53 of 1985, Section 2, 3 and 4, as well as Section 5; 1.4 The application of the Criminal Procedure Act, Act 51 of 1977; 1.5 Protection of Information Act, Act 26 of 2004; 1.6 Protection of Personal Information Act, Act 4 of 2013; 1.7 Occupational Health and Safety Act, Act 85 of 1993 and all other South African legislation applicable to the service offering; 1.8 Basic Conditions of Employment Act, Act 75 of 1997; 1.9 Safety at Sports and recreational events Act, Act 2 of 2010; 1.10 Firearm Control Act, Act 60 of 2000; 1.11 Explosives Act, Act 15 of 2003; 1.12 Regulation of Gatherings Act, Act 205 of 1993; 1.13 Disaster Management Act, Act 57 of 2002.

Technical Eligibility/Mandatory Criteria for Component (1) Armed Response

It is compulsory that the Tenderer must have:

12.	Minimum PSIRA Grade C certified personnel
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13.	Proof must be given that the Service Provider has access to at least twenty (20) members (Include Night and Day Shift) in the event that all five (5) campuses require protection at one time (All PSIRA trained personnel). Tenderers to submit proof of PSIRA armed response certificate and firearm certificate of competency (COC)
14.	Tenderer's Vehicle Resource Capacity. Minimum of five (5) armed response vehicle (Includes Day and Night Shift). All vehicles entering the service cannot be older than five (5) years and have a maximum of 120 000 kilometres at the commencement of the contract. Submit the vehicle registration certificates for the current vehicles.
15.	Service provider's must have a professional set up and infrastructure within the Gauteng Region. Submit proof of Utility bill/completed and signed lease agreement and photographs of the inside and outside of the premises.
16.	Have a track record for at least three (3) years for providing Armed Response Services. Provide at least three (3) relevant and acceptable references where the tenderer provided Armed Response Services. References must be for services provided within the last five (5) years.

Technical Eligibility/Mandatory Criteria for Component (2) Crowd Control Management

It is compulsory that the Tenderer must have:	
17.	Minimum PSIRA Grade C certified personnel
18.	Proof must be provided that the Service Provider has at least 50 PSIRA registered members available within 2 hours. All members must have SASSETA accredited training on Crowd Control Management.
19.	Service provider's must have a professional set up and infrastructure within the Gauteng Region. Submit proof of Utility bill/completed and signed lease agreement and photographs of the inside and outside of the premises.
20.	Have a track record for at least three (3) years for providing Crowd Control Management. Provide at least three (3) relevant and acceptable references where the tenderer provided Crowd Control Management. References must be for services provided within the last five (5) years.

Technical Eligibility/Mandatory Criteria for Component (3) Tactical Response

It is compulsory that the Tenderer must have:	
21.	Minimum PSIRA Grade B certified personnel
22.	Proof must be given that the Service Provider has access to at least twenty (20) members (Include Night and Day Shift) in the event that all 5 campuses require protection at one time. All members must have SASSETA accredited training on Tactical Response.
23.	Service provider's must have a professional set up and infrastructure within the Gauteng Region. Submit proof of Utility bill/completed and signed lease agreement and photographs of the inside and outside of the premises.
24.	Have a track record for at least three (3) years for providing Tactical Response. Provide at least three (3) relevant and acceptable references where the tenderer provided Tactical Response. References must be for services provided within the last five (5) years.

Technical Eligibility/Mandatory Criteria for Component (4) VIP/Close Protection Services

It is compulsory that the Tenderer must have:	
25.	Minimum PSIRA Grade A certified personnel
26.	Proof must be given that the Service Provider has access to at least four (4) members (Include Night and Day Shift) in the event that VIP's from any of the 5 campuses requires personal protection. All members must have SASSETA accredited training on VIP/Close Protection Services.
27.	Service provider's must have a professional set up and infrastructure within the Gauteng Region. Submit proof of Utility bill/completed and signed lease agreement and photographs of the inside and outside of the premises.
28.	Have a track record for at least three (3) years for providing VIP/Close Protection Services. Provide at least three (3) relevant and acceptable references where the tenderer provided VIP/Close Protection Services. References must be for services provided within the last five (5) years.

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Technical Eligibility/Mandatory Criteria for Component (5) Adhoc Guarding Security	
It is compulsory that the Tenderer must have:	
29	Minimum PSIRA Grade C certified personnel
30	Proof must be given that the Service Provider has access to at least fifty (50) members on standby. (All PSIRA certification).
31	Service provider's must have a professional set up and infrastructure within the Gauteng Region. Submit proof of Utility bill/completed and signed lease agreement and photographs of the inside and outside of the premises.
32	Have a track record for at least three (3) years for providing Adhoc Security Guarding services. Provide at least three (3) relevant and acceptable references where the tenderer provided Adhoc Security Guarding Services. References must be for services provided within the last five (5) years.
Technical Eligibility/Mandatory Criteria for Component (6) Armed Security Guarding (Sterkfontein precinct)	
It is compulsory that the Tenderer must have:	
33	Minimum PSIRA Grade C certified personnel
34	Proof must be given that the Service Provider has access to at least four (4) members on standby. (All PSIRA certification).
35	Service provider's must have a professional set up and infrastructure within the Gauteng Region. Submit proof of Utility bill/completed and signed lease agreement and photographs of the inside and outside of the premises. The office/premises must be located within a thirty (30) km radius from the Sterkfontein site.
36	Have a track record for at least three (3) years for providing Armed Security Guarding services. Provide at least three (3) relevant and acceptable references where the tenderer provided Armed Security Guarding Services. References must be for services provided within the last five (5) years.
Procurement Non-Mandatory Criteria	
37	Please provide the current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.