



REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED

BID NUMBER:	RFQ025/2026.
ISSUED DATE:	20 March 2026.
COMPULSORY SITE INSPECTION	N/A
CLOSING DATE:	09 April 2026.
CLOSING TIME:	23H55 (Midnight).
PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:	90 days after the closing date.
PREFERENCE POINT	80/20
DESCRIPTION OF BID:	Provision of Emergency Armed Respond Security Services and ad hoc security support services to supplement existing casual guarding arrangements for 60 months.
BID DOCUMENTS ELECTRONIC SUBMISSION:	<p>1. ELECTRONIC SUBMISSIONS</p> <p><u>INSTRUCTIONS:</u></p> <p>Bidders are required to submit written requests for clarification and OneDrive link for submission via e-mail to AsakundwiSCM@dbsa.org quoting the RFQ Number on the subject of the e-mail. Clarification question must be done three (3) working days before submission day.</p> <p>Upon request bidders will thereafter receive the OneDrive Link to upload their submission documents electronically</p> <p>Written requests for OneDrive submission will be considered up to and Including 09 April 2026 at 16:00 Johannesburg time. Requests received after this date and time may not be attended to.</p> <p>Any requests after the stipulated date and time may be disregarded.</p>
	<p>NB: Electronic submission is encouraged for all bidders interested in this tender</p> <p>No physical bids will be received or accepted at the DBSA offices</p>

NAME OF BIDDER:	
CONTACT PERSON:	
EMAIL ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
BIDDER'S STAMP OR SIGNATURE	



The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.
Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree : 0800 20 49 33
 Email : dbsa@whistleblowing.co.za
 Free Post : Free Post KZN 665 | Musgrave | 4062
 SMS : 33490

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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED (“DBSA”)

BID NUMBER:

DESCRIPTION: **Provision of Earthing Bonding and Infrared Scanning Services.**

CLOSING DATE: **09 April 2026**

CLOSING TIME: **23H55**

Name

 Bidder Name

- a) It remains the bidder’s responsibility to ensure that the bid submission is uploaded using the correct bidder document and tender link.
- b) Should a bidder encounter an issue with the system, the bidder must provide sufficient evidence as proof of attempting to upload their submission before the cut-off time and the error received.
- c) Faxed, emailed bids will not be accepted, only an electronic submission received via the link will be accepted.
- d) It is therefore the responsibility of the bidder to request for a link to participate.
- e) The DBSA assumes no responsibility if a Bidder’s designated email address is not correct, or if there are technical challenges, including those with the Bidders computer, network, or internet service provider (ISP).

BID SUBMISSION LINK REQUESTS:

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT, WHICH ARE SET OUT IN PART C OF THIS DOCUMENT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED).

BIDDERS THAT ARE UNINCORPORATED CONSORTIA CONSISTING OF MORE THAN ONE LEGAL ENTITY MUST SELECT A LEAD ENTITY AND FURNISH THE DETAILS OF THE LEAD ENTITY, UNLESS OTHERWISE SPECIFIED.

NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:				
POSTAL ADDRESS:				
STREET ADDRESS:				
CONTACT PERSON (FULL NAME):				
EMAIL ADDRESS:				
TELEPHONE NUMBER:				
FAX NUMBER:				
BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
BBBEE STATUS LEVEL VERIFICATION CERTIFICATE /BBBEE STATUS LEVEL SWORN AFFIDAVIT SUBMITTED? [TICK APPLICABLE BOX]	YES		NO	

IF YES, WHO ISSUED THE CERTIFICATE?				
REGISTERED WITH THE NATIONAL TREASURY CSD [TICK APPLICABLE BOX]	YES		NO	
CSD REGISTRATION NUMBER				
TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS				

1..1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES/WORKS OFFERED?	Yes	No
	[IF YES ENCLOSE PROOF]	
1..1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES/WORKS OFFERED?	Yes	No
	[IF YES ANSWER PART B:3 BELOW]	
1..1.3 SIGNATURE OF BIDDER		
1..1.4 DATE	<input type="checkbox"/>	<input type="checkbox"/>
1..1.5 FULL NAME OF AUTHORISED REPRESENTATIVE		
1..1.6 CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)		

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE SUBMITTED ELECTRONICALLY BY THE STIPULATED TIME TO THE LINK PROVIDED. 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)**
- 1.3. **SOUTH AFRICAN BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED BY BIDDING INSTITUTION.**
- 1.4. **WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MUST BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 ALL BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS IN THEIR COUNTRY OF RESIDENCE.
- 2.2 SOUTH AFRICAN BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 SOUTH AFRICAN BIDDERS CAN APPLY FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 SA BIDDERS' MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER (TAX COMPLIANCE) IN ACCORDANCE WITH APPLICABLE LEGISLATION IN THEIR COUNTRY OF RESIDENCE.
- 2.6 WHERE SA BIDDERS HAVE NO TCS AVAILABLE BUT ARE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
 YES NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?
 YES NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 YES NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?
 YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PART C

CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions :

- Tick in the relevant block below;
- Ensure that the following documents are completed and signed where applicable; and
- Use the prescribed sequence in attaching the annexes that complete the Bid Document

NB: Should all these documents not be included, the Bidder may be disqualified on the basis of non-compliance

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	One original Bid document – Electronic submission
<input type="checkbox"/>	<input type="checkbox"/>	Part A: Invitation to Bid
<input type="checkbox"/>	<input type="checkbox"/>	Part B: Terms and Conditions of Bidding
<input type="checkbox"/>	<input type="checkbox"/>	Part C: Checklist of Compulsory Returnable Schedules and Documents
<input type="checkbox"/>	<input type="checkbox"/>	Part D: Conditions of Tendering and Undertakings by Bidders
<input type="checkbox"/>	<input type="checkbox"/>	Part E: Specifications/Terms of Reference and Project Brief
<input type="checkbox"/>	<input type="checkbox"/>	Annexure A: Form Of Offer And Acceptance (Agreement)
<input type="checkbox"/>	<input type="checkbox"/>	Annexure B: SBD4 Declaration of Interest
<input type="checkbox"/>	<input type="checkbox"/>	Annexure C: SBD 6.1 and B-BBEE status level certificate
<input type="checkbox"/>	<input type="checkbox"/>	Annexure D: Copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation
<input type="checkbox"/>	<input type="checkbox"/>	Annexure E: Copies of latest share certificates, in case of a company.
<input type="checkbox"/>	<input type="checkbox"/>	Annexure F: (if applicable): A breakdown of how fees and work will be spread between members of the bidding consortium.
<input type="checkbox"/>	<input type="checkbox"/>	Annexure G: Supporting documents to responses to Pre-Qualifying Criteria

Annexure H: General Conditions of Contract

Annexure I: CSD Tax Compliance Status and Registration Requirements Report

PART D

CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

1. DEFINITIONS

In this Request for Proposals, unless a contrary intention is apparent:

- 1.1 **B-BBEE** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;
- 1.2 **B-BBEE Act** means the Broad-Based Black Economic Empowerment Act, 2003;
- 1.3 **B-BBEE status level of contributor** means the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of regulation 6 and 7 of the Preferential Procurement Regulations, 2022.
- 1.4 **Business Day** means a day which is not a Saturday, Sunday or public holiday in South Africa.
- 1.5 **Bid** means a written offer in the prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFQ .
- 1.6 **Bidder** means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.
- 1.7 **Companies Act** means the Companies Act, 2008.
- 1.8 **Compulsory Documents** means the list of compulsory schedules and documents set out in Part B.
- 1.9 **Closing Time** means the time, specified as such under the clause **Error! Reference source not found.**(Bid Timetable) in Part C, by which Tenders must be received.
- 1.10 **DBSA** means the Development Bank of Southern Africa Limited.
- 1.11 **DFI** means Development Finance Institution.
- 1.12 **Evaluation Criteria** means the criteria set out under the clause 26 (Evaluation Process) of this Part C, which includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment (where applicable).
- 1.13 **Functional Criteria** means the criteria set out in clause 27 of this Part C.
- 1.14 **Intellectual Property Rights** includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 1.15 **PFMA** means the Public Finance Management Act, 1999.
- 1.16 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000.
- 1.17 **PPPFA Regulations** means the Preferential Procurement Regulations, 2022 published in terms of the PPPFA.

- 1.18 **Pre-Qualifying Criteria** means the criteria set out in clause **Error! Reference source not found.** of this Part C.
- 1.19 **Price and Preferential Points Assessment** means the process described in clause **Error! Reference source not found.** of this Part C, as prescribed by the PPPFA.
- 1.20 **Proposed Contract** means the agreement including any other terms and conditions contained in or referred to in this RFQ that may be executed between the DBSA and the successful Bidder.
- 1.21 **Request for Proposal** or **RFQ** means this document (comprising each of the parts identified under Part A, Part B, Part C and Part D) including all annexures and any other documents so designated by the DBSA.
- 1.22 **SARS** means the South African Revenue Service.
- 1.23 **Services** means the services required by the DBSA, as specified in this RFQ Part D.
- 1.24 **SLA** means Service Level Agreement.
- 1.25 **SOE** means State Owned Enterprise, as defined by the Companies' Act.
- 1.26 **Specification** means the conditions of tender set and any specification or description of the DBSA's requirements contained in this RFQ .
- 1.27 **State** means the Republic of South Africa.
- 1.28 **Statement of Compliance** means the statement forming part of a Tender indicating the Bidders compliance with the Specification.
- 1.29 **Tendering Process** means the process commenced by the issuing of this Request for Proposals and concluding upon formal announcement by the DBSA of the selection of a successful Bidder(s) or upon the earlier termination of the process.
- 1.30 **Website** means a website administered by DBSA under its name with web address www.dbsa.org

2. INTERPRETATIONS

In this RFQ , unless expressly provided otherwise a reference to:

- 2.1 "includes" or "including" means includes or including without limitation; and
- 2.2 "R" or "Rand" is a reference to the lawful currency of the Republic of South Africa.

3. TENDER TECHNICAL AND GENERAL QUERIES

Queries pertaining to this tender must be directed to:

Email: AsakundwiSCM@dbsa.org

4. SUBMISSION OF TENDERS

TENDER SUBMISSION LINK REQUESTS: Bidders are asked to nominate one dedicated contact person (name, email address and phone number).

CLOSING DATE: **09 April 2026**

CLOSING TIME: **16H00**

5. RULES GOVERNING THIS RFQ AND THE TENDERING PROCESS

- 5.1 Participation in the tender process is subject to compliance with the rules contained in this RFQ Part C.
- 5.2 All persons (whether a participant in this tender process or not) having obtained or received this RFQ may only use it, and the information contained herein, in compliance with the rules contained in this RFQ.
- 5.3 All Bidders are deemed to accept the rules contained in this RFQ Part C.
- 5.4 The rules contained in this RFQ Part C apply to:
 - 5.4.1 The RFQ and any other information given, received or made available in connection with this RFQ , and any revisions or annexure;
 - 5.4.2 the Tendering Process; and
 - 5.4.3 any communications (including any briefings, presentations, meetings and negotiations) relating to the RFQ or the Tendering Process.

6. STATUS OF REQUEST FOR PROPOSAL

- 6.1 This RFQ is an invitation for person(s) to submit a proposal(s) for the provision of the services as set out in the Specification contained in this RFQ . Accordingly, this RFQ must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between the DBSA and any Bidder unless and until the DBSA has executed a formal written contract with the successful Bidder.

7. ACCURACY OF REQUEST FOR QUOTATION

- 7.1 Whilst all due care has been taken in connection with the preparation of this RFQ, the DBSA makes no representations or warranties that the content in this RFQ or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. The DBSA, and its officers, employees and advisors will not be liable with

respect to any information communicated which is not accurate, current or complete.

- 7.2 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFQ or any other information provided by the DBSA (other than minor clerical matters), the Bidder must promptly notify the DBSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the DBSA an opportunity to consider what corrective action is necessary (if any).
- 7.3 Any actual discrepancy, ambiguity, error or inconsistency in this RFQ or any other information provided by the DBSA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

8. ADDITIONS AND AMENDMENTS TO THE RFQ

- 8.1 The DBSA reserves the right to change any information in, or to issue any addendum to this RFQ before the Closing Time. The DBSA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- 8.2 If the DBSA exercises its right to change information in terms of clause 8.1, it may seek amended Tenders from all Bidders.

9. REPRESENTATIONS

No representations made by or on behalf of the DBSA in relation to this RFQ will be binding on the DBSA unless that representation is expressly incorporated into the contract ultimately entered between the DBSA and the successful Bidder.

10. CONFIDENTIALITY

- 10.1 All persons (including all Bidders) obtaining or receiving this RFQ and any other information in connection with this RFQ or the Tendering Process must keep the contents of the RFQ and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this RFQ .

11. REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION

- 11.1 All communications relating to this RFQ and the Tendering Process must be directed to the Tender Officer.

- 11.2 All questions or requests for further information or clarification of this RFQ or any other document issued in connection with the Tendering Process must be submitted to the Tender Officer in writing, and most preferably by e-mail to Asakundwiscm@dbsa.org
- 11.3 Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).
- 11.4 The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.
- 11.5 Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organization which submitted the question.
- 11.6 In all other instances, the DBSA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the Tender Manager).
- 11.7 A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 12, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

12. UNAUTHORISED COMMUNICATIONS

- 12.1 Communications (including promotional or advertising activities) with staff of the DBSA or their advisors assisting with the Tendering Process are not permitted during the Tendering Process, or otherwise with the prior consent of the Tender Officer. Nothing in this clause 12 is intended to prevent communications with staff of, or advisors to, the DBSA to the extent that such communications do not relate to this RFQ or the Tendering Process.
- 12.2 Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

13. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

- 13.1 Bidders may not seek or obtain the assistance of employees of the DBSA in the preparation of their tender responses.
- 13.2 The DBSA may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.
- 13.3 Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 and any other relevant legislation.

14. ANTI-COMPETITIVE CONDUCT

- 14.1 Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:
 - 14.1.1 the preparation or lodgement of their Bid
 - 14.1.2 the evaluation and clarification of their Bid; and
 - 14.1.3 the conduct of negotiations with the DBSA.
- 14.2 For the purposes of this clause 14, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.
- 14.3 In addition to any other remedies available to it under law or contract, the DBSA may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during or before the Tendering Process.

15. COMPLAINTS ABOUT THE TENDERING PROCESS

- 15.1 Any complaint about the RFQ or the Tendering Process must be submitted to the Supply Chain Management Unit in writing, by email, immediately upon the cause of the complaint arising or becoming known to the Bidder, (tenders@dbsa.org)
- 15.2 The written complaint must set out:
 - 15.2.1 the basis for the complaint, specifying the issues involved;
 - 15.2.2 how the subject of the complaint affects the organisation or person making the complaint;
 - 15.2.3 any relevant background information; and
 - 15.2.4 the outcome desired by the person or organisation making the complaint.
- 15.3 If the matter relates to the conduct of an employee of the DBSA, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the DBSA, and delivered to the physical address of the DBSA, as notified.

16. CONFLICT OF INTEREST

- 16.1 A Bidder must not, and must ensure that its officers, employees, agents and advisors do not place themselves in a position that may give rise to actual, potential or perceived conflict of interest between the interests of the DBSA and the Bidder's interests during the Tender Process.
- 16.2 The Bidder is required to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFQ . If the Bidder submits its Bid and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Bid, the Bidder must notify the DBSA immediately in writing of that conflict.
- 16.3 The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.

17. LATE BIDS

- 17.1 Bids must be delivered by the Closing Time. The Closing Time may be extended by the DBSA in its absolute discretion by providing written notice to Bidders.
- 17.2 Bids delivered after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFQ will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Bid may be accepted where the Bidder can clearly demonstrate (to the satisfaction of the DBSA, in its sole discretion) that late lodgement of the Bid was caused by the DBSA; that access was denied or hindered in relation to the physical tender box; or that a major/critical incident hindered the delivery of the Bid and, in all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.
- 17.3 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 17.2, all Bids lodged after the Closing Time will be recorded by the DBSA and will only be opened for the purposes of identifying a business name and address of the Bidder. The DBSA will inform a Bidder whose Bid was lodged after the Closing Time of its ineligibility for consideration. The general operating practice is for the late Bid to be returned within 5 (five) working days of receipt or within 5 (five) working days after determination not to accept a late Bid.

18. BIDDER'S RESPONSIBILITIES

18.1 Bidders are responsible for:

- 18.1.1 examining this RFQ and any documents referenced or attached to this RFQ and any other information made or to be made available by the DBSA to Bidders in connection with this RFQ ;
- 18.1.2 fully informing themselves in relation to all matters arising from this RFQ , including all matters regarding the DBSA's requirements for the provision of the Services;
- 18.1.3 ensuring that their Bids are accurate and complete;
- 18.1.4 making their own enquiries and assessing all risks regarding this RFQ , and fully considering and incorporating the impact of any known and unknown risks into their Bid;
- 18.1.5 ensuring that they comply with all applicable laws in regard to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazette; and
- 18.1.6 submitting all Compulsory Documents.

18.2 South African bidders with annual total revenue of ZAR10 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the B-BBEE Act must submit a certificate issued by a registered, independent auditor (who or which is not the Bidder or a part of the Bidder) or an accredited verification agency.

18.3 South African bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy, or a sworn affidavit thereof, substantiating their B-BBEE status. The submission of such certificates must comply with the requirements of instructions and guidelines issued by National Treasury and be in accordance with the applicable notices published by the Department of Trade and Industry in the Government Gazette.

18.4 The DBSA reserves the right to require of a Bidder, either before a Bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the DBSA.

18.5 Failure to provide the required information may result in disqualification of the Bidder.

19. PREPARATION OF BIDS

19.1 Bidders must ensure that:

- 19.1.1 their Bid is submitted in the required format as stipulated in this RFQ ; and
- 19.1.2 all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.

19.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.

- 19.3 Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.
- 19.4 Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Bid or be included in a general statement of the Bidders usual operating conditions.
- 19.5 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

20. ILLEGIBLE CONTENT, ALTERATION AND ERASURES

- 20.1 Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.
- 20.2 The DBSA may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.
- 20.3 The DBSA may permit a Bidder to correct an unintentional error in its Bid where that error becomes known or apparent after the Closing Time, but in no event will any correction be permitted if the DBSA reasonably considers that the correction would materially alter the substance of the Bid or effect the fairness of the Tendering Process.

21. OBLIGATION TO NOTIFY ERRORS

If, after a Bidder's Response has been submitted, the Bidder becomes aware of an error in the Bidders Response (including an error in pricing but excluding clerical errors which would have no bearing on the evaluation of the Bid), the Bidder must promptly notify the DBSA of such error.

22. RESPONSIBILITY FOR BIDDING COSTS

- 22.1 The Bidders participation or involvement in any stage of the Tendering Process is at the Bidders sole risk, cost and expense. The DBSA will not be held responsible for, or pay for, any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Bid.
- 22.2 The DBSA is not liable to the Bidder for any costs on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Bidders participation in the Tendering Process, including without limitation, instances where:
- 22.2.1 the Bidder is not engaged to perform under any contract; or
 - 22.2.2 the DBSA exercises any right under this RFQ or at law.

23. DISCLOSURE OF BID CONTENTS AND BID INFORMATION

- 23.1 All Bids received by the DBSA will be treated as confidential. The DBSA will not disclose contents of any Bid and Bid information, except:
- 23.1.1 as required by law;

- 23.1.2 for the purpose of investigations by other government authorities having relevant jurisdiction;
- 23.1.3 to external consultants and advisors of the DBSA engaged to assist with the Tendering Process; or for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

24. USE OF BIDS

- 24.1 Upon submission in accordance with the requirements relating to the submission of Bids, all Bids submitted become the property of the DBSA. Bidders will retain all ownership rights in any intellectual property contained in the Bids.
- 24.2 Each Bidder, by submission of their Bid, is deemed to have licensed the DBSA to reproduce the whole, or any portion, of their Bid for the sole purposes of enabling the DBSA to evaluate the Bid.

25. BID ACCEPTANCE

All Bids received must remain open for acceptance for a minimum period of 90 (Ninety) days from the Closing Time. This period may be extended by written mutual agreement between the DBSA and the Bidder.

26. EVALUATION PROCESS

- 26.1 The Bids will be evaluated and adjudicated as follows:

26.1.1 First Stage – Test for administrative Responsiveness

The test for administrative responsiveness will include the following:

Stage 1: Responsiveness

The Tenderer should be able to provide all the relevant information required in the Supplier Information Form (SIF) which will include but not limited to;

- A. Tenderers who do not adhere to those criteria listed as a PRE-QUALIFIER, will be disqualified immediately.**

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	<ul style="list-style-type: none"> • Certified copy of valid Company's Firearm License -a minimum of 1 PISTOL • Pictures of response vehicles with visible company name and response decals (Proof of vehicle ownership by the company or director must be attached). • Valid company PSIRA certificate 	Pre-Qualifier	Y
2	Provide Physical of Site Office: Bidders must demonstrate that their operational control room infrastructure and deployment model enables emergency response within the required response time. Proximity to the site (approximately within 20 km radius of DBSA campus) will be	Pre-Qualifier	Y

	considered an operational advantage in meeting this requirement (Proof of residential address will be required eg, lease agreement or municipality bill) NB: DBSA reserves the right to verify the physical address as per the proof address submitted.		
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B. Tenderers who do not adhere to the indicated response time for clarifications requested by the Employer will be deemed to be non-responsive and their submissions will not be evaluated further.

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
3	Standard conditions of tender as required.	48 hours	Y
4	Returnable documents completed and signed.	48 Hours	Y
5	Submission of Registration with National Treasury Central Supplier Database (CSD) Summary Report: - Bidder must be registered to do business with the DBSA.	48 hours	Y
6	A Tax Pin issued by SARS.	48 hours	Y

Only those Bidders who satisfy all the Pre-Qualifying Criteria of the First Stage will be eligible to participate in the Tendering Process further. Bids which do not satisfy all the Pre-Qualifying Criteria of the First Stage will not be evaluated further.

26.1.2 **Second Stage – Price and specific goals (BBBEE).**

Those bidders which have passed the first stage of the tender process will be eligible to be evaluated on the second stage, based on price, in accordance with the PPPFA regulations.

27. **Risk Analysis and Objective Criteria**

The DBSA reserves the right to award the tender to the tenderer who scores the highest number of points overall in line with Section (2) (1) (f) of the PPPFA, unless there are objective criteria which will justify the award of the tender to another tenderer. The objective criteria that the DBSA may apply in this bid process includes:

- i. Any bidder that has a cumulative order book totaling 3 Awards with outstanding value, **may be excluded from further evaluation and/or recommendation for award.**
- ii. Where a bidder has 3 active Awards with an outstanding value and the outstanding value is 10% or less, indicating the project is nearing completion, the bidder **may be included for further evaluation and/or recommendation for award.**
- iii. Where a bidder has 3 active Awards with an outstanding value and at least one of the projects has stalled for a period of 6 months or more, or the client has placed the project on hold indefinitely, the bidder **may be included for further evaluation and/or recommendation for award.**
- iv. The DBSA has the discretion to apply an objective criterion.

28. **Due Diligence**

DBSA shall perform a due diligence exercise on the preferred bidder to determine its risk profile. The due diligence exercise may take the following factors into account inter alia.

a. Judgements and criminal convictions

DBSA may consider previous civil judgements against the preferred bidder as part of its risk assessment. DBSA may also consider whether the preferred bidder or any of its directors have been convicted of a serious offence.

b. Pending litigation/liquidation/business rescue (distinct from Working Capital)

DBSA may consider any pending litigation in a court of law or administrative tribunal as part of its risk assessment.

c. Performance

DBSA will not consider the Service provider having a history of poor performance on any task orders/purchase orders or contracts, including poor performance in respect of compliance with policies or procedures regarding safety, health, quality control or environment, or having committed a serious and gross breach of contract.

d. Reputational harm

If DBSA is likely to suffer substantial reputational harm because of doing business with the preferred service provider, it may take this into account as part of its risk assessment.

e. Restricted/Blacklisted

Is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement.

f. Vetting

The DBSA reserves the right to conduct vetting on the tenderer or any of its directors.

g. PEP Checks for both Companies and Individual directors, as well as Procure Check and or any other systems that the DBSA may choose to utilize (which may be conducted by an authorized third party) that would be done to assess all risks, including but not limited to

- a. Financial stability of the bidder based on key ratio analysis ;

- b. Efficiency ;
 - c. Profitability ;
 - d. Financial Risk;
 - e. Liquidity ;
 - f. Acid Test ;
 - g. Solvency; and
 - h. Commercial relationship with a politically exposed and brand risk
- i. The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
 - ii. The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.

29. Generally, suppliers have their own business standards and regulations. Although DBSA cannot control the actions of our suppliers, we will not tolerate any Illegal activities. These include, but are not limited to:

- Misrepresentation of any kind (e.g. origin of manufacture, specifications, intellectual property rights, etc);
- Collusion;
- Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, BBBEE status, etc.);
- Corrupt activities listed above; and
- Harassment, intimidation or other aggressive actions towards DBSA's employees.

30. STATUS OF BID

- 30.1 Each Bid constitutes an irrevocable offer by the Bidder to the DBSA to provide the Services required and otherwise to satisfy the requirements of the Specification as set out in this RFQ .
- 30.2 A Bid must not be conditional on:
- 30.2.1 the Board approval of the Bidder or any related governing body of the Bidder being obtained.
 - 30.2.2 the Bidder conducting due diligence or any other form of enquiry or investigation.
 - 30.2.3 the Bidder (or any other party) obtaining any regulatory approval or consent.
 - 30.2.4 the Bidder obtaining the consent or approval of any third party; or
 - 30.2.5 the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.
- 30.3 The DBSA may, in its absolute discretion, disregard any Bid that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).
- 30.4 The DBSA reserves the right to accept a Bid in part or in whole or to negotiate with a Bidder in accordance with the provisions of this RFQ and the applicable laws and regulations.

31. CLARIFICATION OF BIDS

- 31.1 The DBSA may seek clarification from and enter into discussions with any or all of the Bidders in relation to their Bid. The DBSA may use the information obtained when clarification is sought or

discussions are held in interpreting the Bid and evaluating the cost and risk of accepting the Bid. Failure to supply clarification to the satisfaction of the DBSA may render the Bid liable to disqualification.

- 31.2 The DBSA is under no obligation to seek clarification of anything in a Bid and reserves the right to disregard any clarification that the DBSA considers to be unsolicited or otherwise impermissible or irrelevant in accordance with the rules set out in this RFQ.

32. DISCUSSION WITH BIDDERS

- 32.1 The DBSA may elect to engage in detailed discussions with any one or more Bidder(s), with a view to maximising the benefits of this RFQ as measured against the evaluation criteria and in fully understanding a Bidder's offer.
- 32.2 Where applicable, the DBSA will invite Bidders to give a presentation to the DBSA in relation to their submissions.
- 32.3 The DBSA is under no obligation to undertake discussions with, and Bidders.
- 32.4 In addition to presentations and discussions, the DBSA may request some or all Bidders to:
 - 32.4.1 conduct a site visit, if applicable;
 - 32.4.2 provide references or additional information; and/or
 - 32.4.3 make themselves available for panel interviews.

33. SUCCESSFUL BIDS

- 33.1 Selection as a successful Bidder does not give rise to a contract (express or implied) between the successful Bidder and the DBSA for the supply of the Services. No legal relationship will exist between the DBSA and a successful Bidder for the supply of the Services until such time as a binding contract is executed by them.
- 33.2 The DBSA may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Bidder.
- 33.3 A Bidder is bound by its Bid and all other documents forming part of the Bidder's Response and, if selected as a successful Bidder, must enter into a contract on the basis of the Bid with or without further negotiation.

34. NO OBLIGATION TO ENTER INTO CONTRACT

- 34.1 The DBSA is under no obligation to appoint a successful Bidder or Bidders (as the case may be), or to enter into a contract with a successful Bidder or any other person, if it is unable to identify a Bid that complies in all relevant respects with the requirements of the DBSA, or if due to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the DBSA will be free to proceed via any alternative process.
- 34.2 The DBSA may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

35. BIDDER WARRANTIES

- 35.1 By submitting a Bid, a Bidder warrants that:
 - 35.1.1 it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the DBSA, its officers,

- employees, or advisers other than any statement, warranty or representation expressly contained in the RFQ ;
- 35.1.2 it did not use the improper assistance of DBSA's employees or information unlawfully obtained from them in compiling its Bid;
- 35.1.3 it is responsible for all costs and expenses related to the preparation and lodgement of its Bid, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;
- 35.1.4 it accepts and will comply with the terms set out in this RFQ ; and
- 35.1.5 it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

36. DBSA'S RIGHTS

- 36.1 Notwithstanding anything else in this RFQ , and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:
- 36.1.1 cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;
- 36.1.2 alter the structure and/or the timing of this RFQ or the Tendering Process;
- 36.1.3 vary or extend any time or date specified in this RFQ
- 36.1.4 terminate the participation of any Bidder or any other person in the Tendering Process;
- 36.1.5 require additional information or clarification from any Bidder or any other person;
- 36.1.6 provide additional information or clarification;
- 36.1.7 negotiate with any one or more Bidder;
- 36.1.8 call for new Bid;
- 36.1.9 reject any Bid received after the Closing Time; or
- 36.1.10 reject any Bid that does not comply with the requirements of this RFQ .

37. GOVERNING LAWS

- 37.1 This RFQ and the Tendering Process are governed by the laws of the Republic of South Africa.
- 37.2 Each Bidder must comply with all relevant laws in preparing and lodging its Bid and in taking part in the Tendering Process.
- 37.3 All Bids must be completed using the English language and all costing must be in South African Rand (ZAR).

PART E:

Terms of Reference

1. Introduction

The Development Bank of Southern Africa (“the Bank” or “DBSA”) is a Development Finance Institution (“DFI”) owned by the Government of the Republic of South Africa (“the Shareholder”), with a mandate to finance infrastructure projects across Africa. The Bank has positioned itself as a DFI that champions and leads infrastructure integration and development. The Bank has sought to promote economic and social development by mobilizing financial and other resources from the national and international, private and public sectors, for sustainable development projects in South Africa, the Southern African Development Community (SADC) region, and the whole of the African continent. In broad and aspirational terms, the Bank has the vision of a prosperous and integrated resource-efficient region, progressively free of poverty and dependency. For more information, please visit www.dbsa.org.

The DBSA requires the following professional security services.

- A Professional Emergency Armed Security Support and Response Service Provider,
- The “as required” provision of Professional PSiRA grade security officers to supplement and complement its security service on and around its campus which is situated on Headway Hill in Midrand. The DBSA Campus covers an area of 20 hectares. The campus is prioritised into security zones including the perimeter fence that borders the entire campus.

This Service will be managed and monitored by DBSA Security via a Service Level Agreement that will be jointly developed to ensure the performance hereto.

1.1 Background and Purpose

The DBSA is responsible for safeguarding its people, assets, operations, and visitors across its premises. In light of evolving security risks and the need for rapid, professional response to high-risk incidents, the Organisation intends to source a licensed, professional Armed Response Service Provider to provide supplementary armed response and support services on an ad hoc / casual basis.

This procurement is intended to enhance overall security posture and emergency response capability without altering existing internal security arrangements. The objective to appoint a competent, compliant, and experienced Armed Response Service Provider **to:**

- Provide immediate armed response to security-related incidents.
- Support on-site security operations during elevated risk situations.
- Augment security coverage during incidents, emergencies, or identified threats.
- Ensure rapid response capability in situations that may exceed routine security functions.
- Provide guards on adhoc-bases

2. Scope of Emergency Armed Security Support and Response Service

The Emergency Armed Security Support and Response Service will generally be related to responding to emergency call outs related to Security issues as outlined in this document. However,

as it relates to emergency support and response it may not be limited to the issues as outlined in the final instance.

As a result, the successful Emergency Armed Security Support and Response Service Provider will be required to provide the envisaged service as a dynamically integrated part of the DBSA Security and Emergency/Disaster Management program.

The DBSA has five panic alarm transmitter nodes located at five different positions on its campus. In total there are five mobile panic buttons.

The Emergency Armed Security Support and Response Service Provider will be responsible for interlinking the five transmission nodes through to their Control Room Panic Alarm system and monitoring these nodes 24/7/365. The Emergency Armed Security Support and Response Service Provider will be responsible for immediately deploying the response team and simultaneously verifying the activation with the DBSA Security Control Centre.

2.1 Armed Response Support

The Emergency Armed Security Support and Response Service Provider will be expected to provide an armed support and response service concerning the DBSA Campus and environs as and when required to do so.

- **Periodic DBSA Campus Patrol**

The Emergency Armed Security Support and Response Service Provider will be expected to provide an after-hours periodic armed patrol service around the external and internal perimeter and patrol selected internal security zones no less than once but not more than three times in any calendar week. The time and zone patrol requirement and schedule will be made known two hours before the Service Provider is expected to effect said service **thereof**:

- 24/7 armed response availability (or as specified by the Organisation);
- Rapid deployment of armed response vehicles and personnel upon activation;
- Professional handling of high-risk and life-threatening situations;
- Coordination with internal security, SAPS, emergency services, and other stakeholders.

2.2 Ad Hoc / Casual Support

Armed response support during:

- Security incidents or alarms;
- Threat alerts or intelligence-driven risks;
- After-hours incidents;
- Special events or temporary risk escalations;
- Emergency situations requiring reinforcement.

2.3 Operational Integration

- Seamless coordination with the Organisation's security management and control room;
 - Compliance with site-specific Security Operational Procedures(SOP), escalation protocols, and reporting lines;
 - Participation in joint drills or response simulations when required.
- **Peak Season and/or High-Risk Period Patrols**

The Emergency Armed Security Support and Response Service Provider may be required to provide ad hoc specialised patrols and or additional backup Security support during Peak High-Risk periods. This requirement does not form part of this enquiry. However, this support service

may be required and if so, it will be negotiated in line with the rates provided as part of this enquiry.

- **Emergency Management Practice Drill Participation**

The Emergency Armed Security Support and Response Service Provider will be expected to fully participate, within their scope of service provision, in the formal DBSA Emergency and Disaster Management practice drills. This will occur no less than once but not more than twice in any calendar year.

- **Personnel on Standby**

The Emergency Armed Security Support and Response Service Provider will ensure that appropriately skilled and certificated personnel are on immediate stand by to react to all incidences/occurrences requiring armed response and support within the minimum time delay and within the agreed response time. The desired response time including arrival time on the DBSA campus is fifteen minutes from the moment there is a formal acknowledgement of the reported incident/occurrence at the Service Provider's Control Room. The first notification will be affected by radio call with the correct DBSA authentication code.

- **Handling of Emergencies**

The Emergency Armed Security Support and Response Service Provider will ensure that its armed response personnel are able and trained to handle all foreseeable scenarios in an efficient, effective and Statutory and Legally compliant manner, and provide back-up support as per the support and emergency management procedures to be defined in a Service Level Agreement (SLA).

- **Reaction Time**

The Emergency Armed Security Support and Response Service Provider will ensure that all formally notified emergencies/support calls are reacted to immediately and that the response team is at the scene of the incidence on the DBSA Campus and at the incident/occurrence location within 15 (fifteen) minutes of the call being made and acknowledged by the Service Provider's Control Room.

The DBSA reserves the right to inspect the Emergency Armed Security Support and Response Service's Control Centre without notification and at any time to verify any aspect of the Service Provision.

- **Armed Response Service Integration**

The Emergency Armed Security Support and Response Service Provider will be expected to participate, at their own expense, in the development and formal adoption of the Standing Operation Procedures (SOP) and Service Level Agreement (SLA) that will govern the Service Scope, Service Intervals, and Service Performance, Service and Contract Compliance and integration with the DBSA Security Service.

3. Ad Hoc provision of Professional PSIRA grade security officers

The Emergency Armed Security Support and Response Service Provider will be required to provide on request; professional PSiRA grade security officers to supplement the DBSA security service from time to time. The scale of the service provision and the service response timeline is summarised below. DBSA may request proof of vetting report for the Officers who will be providing service to its campus.

4. Service Compliance Criterion

In the main these relate to the standards contained in the broader PSiRA statutes.

5. Service Summary

5.1. Contract Period

- Three years

5.2. Armed response requirement

- Service availability time cycle: 24/7/365
- Service response expectation – acknowledgement time: 90 seconds
- Situation and client confirmation time: 120 seconds
- Travel time (quantifiable expectations – adverse weather, traffic etc) 15 to 30 minutes

5.3. Response

- Response Vehicle LDV with a clear company and response decals
- Certification PSIRA Grade B with fire arm competency certificate
- Certification Weapons certified and licenced
- Number of Officers Two (2)

5.4. Business Continuity

Response to Emergency Drill exercise

- Notification timeline: Prior 2-day formal notification period
- Service availability time cycle: Business weekdays; 08h00 to 17h00
- Exclusion: Public holidays and defined bank closure periods
- Services expectation:
 - Response vehicle: LDV with clear company response decals
 - Number of Officers: Three (3)
 - Certification: PSIRA Grade B
 - Participants: DBSA-trained Security Officers

6. Periodic Provision of Support Security Officer(s)

6.1. Immediate Availability

- Service availability cycle: 24/7/365
- Minimum service period: 2 days and/or night shift periods
- Shift period: 06h00 to 18h00 and 18h00 to 16h00
- Number of Officers required: As per request
- Certification: PSIRA Grade B
- Participants: Trained Security Officer
- Travel: For Service provider

6.2. Formal Prior Notice Period

- Service availability time cycle 24 hours' notice period – 12/365
- Minimum service period 2 day and/or night shift periods
- Shift period 06h00 to 18h00 and 18h00 to 06h00
- Number of Officers required As per request
- Certification PSIRA Grade B
- Participants Trained security officers
- Travel For Service provider

6.3. Formal Prior Notice Period

- Service availability time cycle: 48 hours' notice period – 12/365
- Minimum service period: 4 days and/or night shift periods
- Shift period: 06h00 to 18h00 and 18h00 to 06h00
- Number of Officers required: As per request
- Certification: PSIRA Grade B
- Participants: Trained security officers
- Travel: For Service provider

6.4. Schedule Service Provision

6.1 Annual Reservation

- Service availability time cycle: 48 hours' notice period – Nov or Dec
- Minimum service period: 1 day and night shift
- Shift period: 06h00 to 18h00 and 18h00 to 16h00
- Number of Officers required: 16 day and 8-night shift
- Certification: PSIRA Grade B
- Participants: Trained security officers and certified Control Operator
- Travel: For Service provider

7. Service Requirement Criterion

7.1. Security Competencies

The following are the minimum competencies requirements of the Emergency Armed Security Support and Response Service Provider.

- Be able to assume emergency support in the shortest time possible.
- Be able to operate X-ray and Metal detect equipment systems
- Be able to operate Visitor Management System and Asset Tracking System.
- Demonstrate strong organisational and situation leadership skills.
- Security company must be PSIRA (Private Security Industry Regulatory Authority) registered.
- Trained, experienced, and vetted armed response officers;
- Valid competency certificates for firearms;
- Ongoing refresher training in armed response, tactical awareness, and legal use of force;
- Background checks and criminal clearance for all personnel.
-
- The Service Provider must have a well-established and equipped 24/7/365 Security Control Centre.
- Compliance with the Private Security Industry Regulation Act and all applicable legislation;
- Must have a roadworthy and vehicle serviced in accordance with the manufacturer's maintenance plan to conduct and appropriately respond to emergency response services site patrols and situations.
- Must have a neat and clearly identifiable company uniform with clearly visible Security Emergency Support Service Insignia.
 - Said support personnel will be properly attired for all season weather and environmental conditions, e.g. including fire.
 - Said support personnel will be properly equipped with the requisite support equipment and systems for the envisaged functions outlined in the SLA.
-

7.2. Security Officer Grading

- PSIRA registered (minimum grade B) and possess the necessary training.
- Must not have a criminal record.

- Must have at least six (6) years' experience as a security officer with Emergency Situation and Disaster Recovery management skill and experience.
- Must be able to communicate clearly and concisely in addition to having above average reading and writing skills in English and 1 other official language.
- Must always be of sober habits and portray a professional attitude.
- Proof of compliance with COIDA, UIF, and relevant labour legislation.

7.3. Security Officer Requirements

- **Appearance**
The Emergency Armed Security Support and Response Service Provider will ensure that the appearance of the nominated Security Officers' will be always neat and that the Security Officers will be well groomed and in uniform.
- **Identity Tags**
The Emergency Armed Security Support and Response Service Provider will ensure that the Security Officers' are issued with, and always display, clip-on identity tags depicting the officers' name.
- **Professionalism**
The Emergency Armed Security Support and Response Service Provider will ensure that whilst the Security Officers are on duty at the DBSA, they are professional, sober and courteous towards all persons on the DBSA campus.
- **Knowledge of the Premises**
The Emergency Armed Security and Response Support Service Provider will ensure that their Security Officers;
 - Have full knowledge of the DBSA Campus, perimeter and environs as well as the infrastructure services/ facilities related to the Emergency Service Scope of Service Supply.
 - Can pass relevant information to the nominated responsible persons on the DBSA Campus related to their Scope of Service Supply and that this information is compliant with all the DBSA Communication and Information Policies and Standards.
- **Radio Contact**
The Emergency Armed Security Support and Response Service Provider will ensure that their Emergency Security Support Officers dispatched to the DBSA Campus collect their allocated DBSA portable radios from the Duty desk in the Security Control Room before commencing Emergency Support Functions on, in and around the DBSA Campus. The DBSA radio procedures must always be followed.
- **Use of Facilities**
The Emergency Armed Security Support and Response Service Provider will ensure that their personnel only make use of facilities specifically allocated to such personnel within the DBSA campus and restrict the use thereof to the Scope of their Function.
- **Personnel Shortages**
The Emergency Armed Security Support and Response Service Provider will report any nominated personnel shortages to the DBSA Head of Security - immediately - as the shortage becomes apparent. The Emergency Armed Security Support and Response Service Provider will immediately activate the necessary and approved interim emergency intervention arrangements to resolve the shortage within the agreed time frame.
- **Standard arrest procedures**

The Emergency Armed Security Support and Response Service Provider will ensure that all their Security Officers are familiar with standard arrest procedures and local authority security regulations.

- **Confidential Information**
The Emergency Armed Security Support and Response Service Provider will ensure that no confidential information of any nature is divulged via its Security Officers to any member of the press, public or any third party.
- **Compliance with procedures**
The Emergency Armed Security Support and Response Service Provider will ensure that its personnel comply with all the relevant DBSA Policies, Standards and Security Procedures relating to access and egress to the DBSA campus and its conduct and interaction with DBSA staff, clients, contractors, visitors and clients.

7.4. Duty Cycle Shifts, Instant Number of Security Officers and Vehicles Available

- Duty Cycle is 24/7/365
- Minimum number of Security Officers as described above is two
- Minimum number of vehicles available on a 24/7/365 service cycle is one.

7.5. Equipment Requirements

7.5.1. Security Officer

- Batons.
- Handheld radios
- Torches.
- Occurrence book.
- Pocket Books and pen.
- Hand cuffs.
- Firearm (Valid firearm licences in accordance with the Firearms Control Act)
 - Fully operational armed response vehicles;
 - Reliable communication systems compatible with site operations;
 - Approved firearms, ammunition, protective gear, and tactical equipment;
 - GPS tracking and incident logging capability.

7.5.2. Communication Equipment

- **Radio's**
The Emergency Armed Support Services Provider will ensure that the hand-held portable radios for the provision of this Services are always in good working order.

7.5.3. Equipment Maintenance

The Emergency Armed Response Support Service Provider will:

- Ensure that all the equipment used in the provision of this Services is in good working condition with no missing parts.
- Inspect the equipment to ensure compliance with the responsibility and operational duties of this Service Provision;
- Repair or replace all equipment to the extent required to comply with the responsibilities stipulated in this Service Provision and SLA.

7.6. Administration and Reporting Requirements

7.6.1. Reporting of incidents

- The Emergency Armed Security Support and Response Service Provider will ensure that all the security related matters pursuant to the response

service will be comprehensively documented and provided to the DBSA Head of Security within 24 hours of the response closure.

- This requirement is also related to the periodic patrol service.
- Incident reports to be submitted within agreed timeframes;
- Detailed reports to include actions taken, personnel involved, outcomes, and recommendations;
- Availability of management-level feedback and post-incident reviews.

7.6.2. Monthly Report

The Emergency Armed Security Support and Response Service Provider will provide the DBSA with a detailed monthly report relating to the Security Support and Response Services rendered in a format to be agreed between the parties within 7 (seven) days of the last calendar day of the month to which the report relates.

The report will include statistics relating to all services rendered including the following but not necessarily limited to those outlined below;

- Incidents
- Arrests made
- Warnings issued
- Problems encountered
- Crime prevention measures/suggestions
- Issues pertaining to Security/Safety measures where applicable
- Emergencies, irregularities, suspect persons, and movements as reported to the DBSA control room

7.6.3. Occurrence Book (OB)

The Emergency Armed Security Support and Response Service Provider will insert a concise feedback report in the DBSA OB book prior to leaving the DBSA campus.

The DBSA Control Centre Officer will note the arrival and departure times of the Emergency Armed Security Support and Response Service Provide, and any other details as outlined in the Security SOPs.

7.7. Operational Requirement

7.7.1. General Requirements

- The appointed Service Provider will be screened by the DBSA Security Services to determine its security competence.
- The appointed Service Provider will provide the DBSA Security Services with a list of names and identity numbers of the Security Officers to be on call for the DBSA for the purpose of providing Armed Support and Response Services.
- Security Officers will be required to always wear their PSIRA and company identification cards when on duty on the DBSA Campus.
- Any change of Security Officers should be done in consultation with the DBSA Head of Security.
- Bidders are required to be registered with the Private Security Industry Regulatory Authority (PSIRA) and need to submit a certified copy of their PSIRA certificate. Failure to do so will result in disqualification.

- Directors of the companies must be registered with PSIRA with a Grade A or B Certification. Certified copies will be attached. Failure to do so will result in the disqualification of the bid.
- Proof of firearm licences and competency certificates will be included in the submission and be maintained for the full duration of the contract.

7.7.2. Responsibilities and Duties

- Even though a description of the services has been provided above, the DBSA will be entitled to request additional services related to deliverables required to ensure the successful completion of the services set out above on such further terms and conditions as may be agreed between the parties in writing.
- The Emergency Armed Security Support and Response Service Provider will always faithfully and timeously carry out and perform the Services and will use its best endeavours to properly conduct, improve, extend, and develop the Security Service rendering of the DBSA in the provisioning of said services.
- The Emergency Armed Security Support and Response Services Provider will as part of their duties, attend such meetings as may be required by the DBSA from time to time and submit weekly and monthly progress reports on the services as may be required and requested by the DBSA Head of Security.

7.7.3. DBSA Facilities

Unless otherwise agreed in writing by the DBSA, the Emergency Armed Security Support Service Provider will work from their own office, and control room and provide their facilities, such as transport, telephone, cell phone, fax and computer facilities to perform the said services.

7.7.4 Service Level Agreement (SLA)

The successful bidder will be required to enter into a formal SLA covering:

- Scope of services.
- Response times.
- Performance standards.
- Confidentiality obligations.
- Penalties for non-performance.
- Termination clauses.

8 Confidentiality and Non-Disclosure

- The Service Provider shall not disclose, imply, or communicate any internal security arrangements, staffing models, or operational details to any third party.
- All information obtained during the course of service shall be treated as strictly confidential.
- Any breach of confidentiality shall constitute material breach of contract and may result in immediate termination and legal action.

Annexure A

FORM OFFER AND ACCEPTANCE (AGREEMENT)

THE CONSULTANT IS TO COMPLETE AND SIGN THE FORM OF OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following services:

APPOINTMENT OF THE SERVICE PROVIDER FOR PROVISION OF PROVISION OF EMERGENCY ARMED RESPOND SECURITY SERVICES AND AD HOC SECURITY SUPPORT SERVICES TO SUPPLEMENT EXISTING CASUAL GUARDING ARRANGEMENTS FOR 60 MONTHS.

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the consultant under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF ALL TAXES IS

(in words); ZAR (in figures),

.....

This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the consultant in the Conditions of Contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**For the
Tenderer**

(Name and address of organisation)

**Name and
signature of
witness**

Date

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.

Full Name	Identity Number	Name of institution	State

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

2.2.1 If so, furnish particulars:

.....
.....

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.

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.

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

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

**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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) 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 (namely, BBBEE status level of contributor).

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 (BBBEE)	20

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

(Note: Bidders are required to submit their BBBEE certificates or sworn affidavits (in the case of EMEs/QSEs) in order to be eligible to claim points)

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 propriety
- 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;
- 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.

<p>..... SIGNATURE(S) OF TENDERER(S)</p>
<p>SURNAME AND NAME:</p>
<p>DATE:.....</p>
<p>ADDRESS:.....</p>

RESTRICTED SUPPLIERS

- 1 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	<p>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).</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>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.</p>	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:		

Annexure D

Bidders are required to include, as Annexure D to their Bids, copies of all relevant CIPC registration documents listing all members with percentages, in the case of a close corporation

Annexure E

Bidders are required, as annexure E to their Bids, to submit copies of the latest share certificates of all relevant companies and or Beneficiaries disclosure form.

Annexure F

Bidders which submit Bids as an unincorporated joint venture, consortium or other association of persons are required to submit, as Annexure F, a breakdown of how the percentage (%) fees and work will be split between the various people or entities which constitute the Bidder.

Annexure G

Bidders are required to include, as Annexure G to their Bids, supporting documents to their responses to the Pre- Qualifying Criteria.

Where the supporting document is the profile of a member of the Bidder's proposed team, this should be indicated.

Annexure H

[General Conditions of Contract]

PLEASE NOTE THAT ALL BIDDERS ARE REQUIRED TO READ THROUGH THE GENERAL CONDITIONS OF CONTRACT PRESCRIBED BY THE NATIONAL TREASURY. SUCH GENERAL CONDITIONS OF CONTRACT CAN BE ACCESSED ON THE NATIONAL TREASURY WEBSITE.

PLEASE NOTE FURTHER THAT ALL BIDDERS MUST ENSURE THAT THEY ARE WELL ACQUINTED WITH THE RIGHTS AND OBLIGATIONS OF ALL PARTIES INVOLVED IN DOING BUSINESS WITH GOVERNMENT.

NOTE: All Bidders are required to confirm (*Tick applicable box*) below:

Item	YES	NO
Is the Bidder familiar with the General Conditions of Contract prescribed by the National Treasury?		

Annexure I

Tax Compliant Status and CSD Registration Requirements

ALL PROSPECTIVE BIDDERS MUST HAVE A TAX COMPLIANT STATUS EITHER ON THE CENTRAL SUPPLIER DATABASE (CSD) OF THE NATIONAL TREASURY OR SARS E FILING PRIOR TO APPOINTMENT/AWARD OF THE BID.

REGISTRATION ON THE CSD SITE OF THE NATIONAL TREASURY IS A COMPULSORY REQUIREMENT FOR A BIDDER TO BE APPOINTED, TO CONDUCT BUSINESS WITH THE DBSA. THE ONUS IS ON THE SUCCESSFUL BIDDER TO REGISTER ON THE CSD SITE AND PROVIDE PROOF OF SUCH REGISTRATION PRIOR TO APPOINTMENT/AWARD OF THE BID.

CSD Registration Number:



The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption. Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree : 0800 20 49 33
Email : dbsa@whistleblowing.co.za
Free Post : Free Post KZN 665 | Musgrave | 4062
SMS : 33490