Ditholwana Ts`a Rena Trust
IT 003925/2016(G)
124 Silverfern Office Park Suite 5
Thabo Mbeki drive
Mokopane
0600

DITHOLWANA TS`A RENA TRUST OFFICE SECURITY TENDER

Tender Details

Tender Advertisement: Appointment of Security Company for the Ditholwana Ts'a Rena Trust Offices in Mokopane

Tender Reference Number: RFP- 001/09/2026

Tender Issuer: Ditholwana Ts'a Rena Trust Tender

Closing Date:21 September 2026

Submission Email: procurement@ditholwanatrust.co.za

Project Overview

Ditholwana Ts'a Rena Trust is seeking a qualified and experienced Security Company to provide comprehensive Security Management Services for the DTRT offices in Mokopane Offices and henceforth invites proposals and bids from prospective service providers.

Key Day- to- Day Requirements and Expectations

- Successful Security bidder to be linked to access control system and office alarm
- On-call availability for security management of incidents occurring throughout the 24hrs cycle once Panic button is triggered or escalation of security breach by Security Officer on duty
- Min x2 Security guarding Officers on-site at all times
- All Visitors are to be registered in the Visitors register and leave some form of identification on their way in, and same to be collected on their way out.
- Security officer will give the Visitors directions and designated parking area.
- Ensure that all Visitors are fetched from reception/access control point and escorted throughout the building by their host.
- A record of visits to be generated and kept and should include particulars of the Visitor, Visitor's address and the reason for the visit.
- Record prior arrangements made for all contract work to be done at a project/ building.
- The relevant project/building where contract work has been requested will be appointed a member from that main Security Company to provide escort for the duration of the service.
- Conduct inspections inside and outside the building and record all security breaches and irregularities discovered through the occurrence

Tender Procedure

1. Opening of Bids
   Bids to be opened and all information recorded and verified against the bid submission and briefing attendance register

2. Evaluation of Bids
   Bids to be evaluated in 3 phases, namely:

   - Checklist of Mandatory Documents
     - Bids will be checked that all the mandatory required documents have been supplied and are valid

   - Functionality and Technical Competence
     - Bids will be evaluated according to the assessment criteria in where technical competence and requirements will be measured and scored; together with the BBBEE score
     - Bids will then be organized and short-listed according to the points scored, given that the minimum threshold has been reached

   - Pricing
     - Bids will be evaluated according to their prices, together with the score achieved in the technical competence phase. The committee reserves the right to award tender on its discretion given the above-mentioned information at hand.
     - The decision by the committee will be deemed final and will not be subject to any reviews or re-evaluations- except where the service provider withdraws their interest

3. Short-listing of Bids

4. Request for Pricing/ Quotations; Further interviews, clarifications and/or due diligence procedures

5. Awarding of Tender

6. Signing of Contract

Bidder Mandatory Returnable and Documents

The following mandatory documents are required to be submitted as part of the bidder's submission pack:

1. Valid Company Registration Documents confirming locality of company

2. Valid Tax Clearance Certificate/ Pin

3. Valid BBBEE Certificate

4. Min 2 x Signed Reference letters on Clients' letterheads with contacts

5. Company Profile with list of available services and security personnel, fire arms/ equipment and response mechanisms

6. Pricing / Rates (Escalations will be at a fixed 6% annually)

7. Certifies copies of Fire Arm licenses

8. Confirmation of Public Liability Insurance

Bidder Criteria of Assessment

Bidder evaluation criteria for functionality	Weight	Items to be Scored	Points allocations
Key Requirements ❑ Attach CV's, certificates and proof of equipment	**45**	**Security Manager** Experience 10 years+ : 20 Points 6-9 years : 15 Points 2-5 years: 5 Points **6x Competent Armed Security Personnel and Firearms competence** 6+ Personnel : 10 Points **Armed Response Vehicles** Experience 2+ Vehicles : 5 Points 1 Vehicle 3 Points 0 Vehicles: 0 Points **Armed Security Alarms and Systems** 5 points 3 points **Legal Tazer guns** 2 + : 5 Points	Max 20 Max 10 Max 10 Max 5
Previous experience of the company in the relevant stream of specialization ❑ Relevant experience in similar projects for Company **(Attach reference letters/ project details from previous clients)**	**20**	**Reference Letters** 2 or more reference letters O Reference letters	Max 20 0

Confirmation of Public Liability Insurance	**10**	R10 Million Liability Insurance Confirmation	Max 10
		Liability Insurance of Less than R10million	0
PSIRA Letter of Good Standing	**15**	PSIRA Letter of Good Standing No PSIRA Letter of Good Standing	Max 15 0
PSIRA License for Company	**10**	PSIRA License for Company No PSIRA License for Company	Max 10 0
PSIRA License for Director	**10**	PSIRA License for Director No PSIRA License for Director	Max 10 0
B-BBEE	**20**	**BBBEE Level of Contribution** 1 2 3 4 5 6 7 8 Non-compliant contributor	 20 18 14 12 8 6 4 2 0
	130		**TOTAL**

The bidder must obtain a minimum score of 100 from points. Bidders will be ranked according to the points scored for shortlisting purposes.

Bid Submissions

Queries and Tender Documents (All queries must be sent through email ONLY) to email to:

Contact Person: Jane Bodiba
Email: jane.bodiba@ditholwanatrust.co.za

Bid submissions should be delivered electronically via email, clearly marked with the tender reference number, and addressed to:

The Operations Manager
Ditholwana Tsa Rena Community Development Trust Email:
procurement@ditholwanatrust.co.za

Ditholwana Tsa Rena Trust reserves the right to reject any or all tenders.
We look forward to receiving your submission



Jane Bodiba
Operations Officer
Date: 07/09/2026