



HOËRSKOOL OOS-MOOT

TENDER FOR SAFETY AND SECURITY SERVICES

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1. NOTICE TO SERVICE PROVIDERS

Service providers are hereby invited to tender for the safety and security services at Hoërskool Oos-Moot. We require a smooth transition to a new tender with effect from 1 February 2025.

2. TENDER

2.1 Contract period

1 February 2025 tot 30 June 2027.

2.2 Tender closing date

17 January 2025 at 14:00.

2.3 Site inspection

Site inspection can be arranged via e-mail (geboue@oos-moot.co.za).

2.4 Submission of tender

- Hoërskool Oos-Moot, 1120 Haarhoff Street, Villieria, Pretoria.
- Tender box will be available in the school reception area.
- Tenders can be received on weekdays between 07:00 and 14:00 (excluding school holidays).

2.5 Documents to be included with the tender

- Company letterhead
- Company profile
- Proof of bank details
- Proof of address
- Detailed terms and conditions
- Reference from previous clients
- Pricing structure and quotation
- Any additional supporting documents required

2.6 Evaluation and award

The tender will be evaluated by a panel of the school governing body of Hoërskool Oos-Moot.

2.7 Tender applications (envelopes) will only be opened after the closing date.

2.8 Tenders will be accepted as complete and awards will be made solely on the basis of the information submitted.

2.9 Evaluation criteria

Tenders will be assessed on the basis of the following:

Criteria	Mark allocation
1. Compliance with tender submission requirements.	5
2. Experience in providing similar services to schools and organizations.	25
3. Proven ability to supply required service.	25
4. Pricing structure and affordability.	10
5. Reliability.	30
6. References from previous or current clients.	5
TOTAL	100

- 2.10 Late submissions will not be considered.
- 2.11 The school governing body of Hoërskool Oos-Moot reserves the right to accept or reject any tender without giving reasons.
- 2.12 No applications by email will be accepted.

3. REQUIREMENTS

- 3.1 **Surveillance System**
The installation of motion sensor cameras is required at both the school and sports grounds (approximately 20–25 cameras). These cameras must be operated independently from the school's system.
- 3.2 **Control Room & Armed Reaction**
- An offsite control room must be available, with response capabilities for any incidents or emergencies.
 - Costs for response services must be clearly outlined in the tender, including charges for each activation.
- 3.3 **Site Visit & Risk Analysis**
The company may arrange a site visit to conduct a risk analysis, and any relevant suggestions based on this assessment should be incorporated into the tender submission.
- 3.4 **Extra Guards for Special Functions**
The tender must include hourly rates for additional security personnel required for special functions that may arise throughout the school calendar.
- 3.5 **Security Guards**
The following guard requirements must be met:
- **Guard Absorption:**
It is essential that the company awarded the tender absorb two current school security guards.
 - Guard 1: Night shift only, dedicated solely to the school premises.
 - Guard 2: Day shift, from Monday to Friday, 6:00 to 14:00.
The company will be expected to enter into salary discussions to ensure that both guards remain on the same salary scale as currently offered at the school.
 - **School Grounds Coverage:**
 - Two guards are required on the school grounds from Monday to Friday between 06:00 and 14:00.
 - One of these guards will then be reassigned to the sports ground from 14:00 to 18:00.
 - **Night Shift:**
One guard will be sufficient for the night shift, supported by the motion sensor cameras, offsite control room, and armed response team when necessary.
 - **Weekend Coverage:**
Only one guard is needed on weekends, except for special or sports functions that may take place during the weekends.

4. TENDER DOCUMENTS AND FORM

Attached as pages 4 and 5 of this document.

TENDER SUBMISSION DOCUMENT / FORM

HOËRSKOOL OOS-MOOT
Tender for the safety and security services
Tender Reference: HOSM-SECURITY/2025

PART A: COMPANY INFORMATION

Please complete the details below:

1. Name of company: _____
2. Trade name (if applicable): _____
3. Business registration number: _____
4. VAT registration number: _____
6. Contact person: _____
 - Title/Designation: _____
 - Telephone number: _____
 - Email address: _____
7. Physical address: _____

8. Postal address: _____

PART B: COMPLIANCE CHECKLIST

Please ensure that all of the following documents are attached to your submission:

Document	Attached (Yes/No)	Comments
Company letterhead		
Company profile		
Proof of banking details		
Proof of address		
Detailed terms and conditions		
References from previous clients		
Pricing structure and quotation		
Additional, supporting documents		

PART C: TENDER PROPOSAL DETAILS

Provide detailed answers to the following:

1. Comply with the requirements
Confirm compliance with the specifications as set out in the tender invitation. Attach supporting documents or proposals.
2. References
List at least three (3) references from past or present clients. Include contact details and project descriptions.
3. Pricing structure
Provide a detailed quotation.

PART D: DECLARATION BY THE SUBMITTER

I, the undersigned, hereby confirm that the information provided in this tender submission is true and correct to the best of my knowledge. I further confirm that our company agrees to abide by the terms and conditions as set out in the tender invitation document.

Name : _____
Appointment: _____
Signature: _____
Date: _____

Submission instructions

Submit our completed tender document, together with all required attachments, in a sealed envelope.

- a) Clearly mark it with the Tender reference numer *HOSM-SECURITY/2025*.
- b) Place of submission : Hoërskool Oos-Moot, 1120 Haarhoff Street, Villieria, Pretoria, 0186 in tender box.
- c) Submission times : Between 07:00 and 14:00 (excluding school holidays).
- d) Closing date : 17 January 2025, 14:00.
- e) Late submissions will not be accepted.
- f) The school governing body of Hoërskool Oos-Moot reserves the right to accept or reject the tender without providing any reason.

Enquires may be directed to Mr F Parker (f.parker@oos-moot.co.za).