



Uitsig Primary School

Date Issued: 28 April 2026

Uitsig Primary School, situated in The Reeds, Centurion, invites qualified and registered Security Service Providers to submit quotations for the provision of professional security services at the school.

The School Governing Body (SGB) and School Management Team (SMT) are committed to fair, transparent and compliant procurement processes in accordance with applicable South African legislation.

1. CONTRACT PERIOD

The successful bidder will enter into a three (3) year service level agreement, subject to annual performance evaluation.

2. SCOPE OF SERVICE

The appointed company will provide:

- PSIRA registered Security Officers (minimum Grade C)
- Access control and monitoring
- Patrol duties
- Incident reporting
- Protection of learners, staff, visitors and school property
- Support during school activities where required

All services must comply with:

- Private Security Industry Regulation Act (PSIRA Act 56 of 2001)
- Occupational Health and Safety Act
- Basic Conditions of Employment Act
- National Minimum Wage Act
- Children's Act safeguarding requirements

3. MANDATORY REQUIREMENTS

Failure to submit ALL mandatory documents will result in disqualification.

Service providers must submit:



Company Compliance

- CIPC Business Registration Certificate
- Valid PSIRA Company Registration Certificate
- Valid PSIRA Compliance Status (Company not suspended)
- Central Supplier Database (CSD) Registration Report
- SARS Tax Compliance Status Pin
- BBBEE Level 1 Certificate or Sworn Affidavit
- SBD4 – Declaration of Interest

Labour & Legal Compliance

- UIF Registration Proof
- COIDA Letter of Good Standing
- Proof of PAYE Registration
- Public Liability Insurance Certificate
- Proof of compliance with Sectoral Determination for the Private Security Sector

Operational Requirements

- Company Profile with relevant experience
- Minimum of three (3) contactable references for similar projects
- Proof that company employs minimum eight (8) PSIRA registered security officers
- PSIRA registration certificates for Security Officers to be deployed
- Certified ID copies of Directors/Owners (submitted in accordance with POPIA requirements)

4. SECURITY PERSONNEL REQUIREMENTS

The appointed company must ensure:

- All security officers are individually registered with PSIRA
 - Officers carry valid PSIRA identification while on duty
 - Officers are medically fit for duty
 - Officers possess valid Police Clearance suitable for working in a child-centred environment
 - Proper uniform, communication equipment and supervision are provided
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5. OCCUPATIONAL HEALTH & SAFETY COMPLIANCE

The successful bidder must submit a Safety File prior to commencement including:

- Risk Assessment
- Emergency Response Plan
- Incident Reporting Procedure
- First Aid Capability
- Health and Safety Policy

6. PRICING REQUIREMENTS

Pricing must:

- Be VAT inclusive
- Reflect current statutory minimum wages applicable to the Private Security Sector
- Comply with all labour legislation
- Include all operational costs (equipment, supervision, transport, communication, administration, etc.)

Each shift will consist of 12 hours (Day/Night).

Service providers must complete the pricing schedule provided or submit a spreadsheet reflecting identical information.

7. EVALUATION CRITERIA

Stage 1: Compliance Screening

Submission of all mandatory documentation.

Stage 2: Functionality Evaluation (Minimum 60 points required)

Criteria	Points
Company Presentation & Operational Capacity	20
Security Deployment & Supervision Plan	20
Relevant Experience & References	30
Operational Proximity for Effective Response	10
Total	80



Only bidders scoring 60 points or more will proceed to pricing evaluation.

Stage 3: Price & Preference

The 80/20 Preferential Procurement Point System will apply in accordance with the Preferential Procurement Policy Framework Act.

8. SITE VISIT / ENQUIRIES

Service providers are encouraged to arrange a site inspection to familiarise themselves with the premises for accurate pricing.

Enquiries may be directed to:

Facilities Manager: Mr Mosa Skhosana
Email: maintenance@uitsig-primary.co.za
Copy: uitsig@netactive.co.za
Tel: 012 655 0753

All questions received will be recorded and responses shared during the evaluation process to ensure fairness.

9. SUBMISSION OF TENDERS

A tender box will be available during office hours:

Monday – Friday
08:00 – 15:30

Ensure:

- Company name is clearly indicated on the envelope
 - All documents are submitted at once
 - No additions or removals may be made after submission
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Closing Date:

18 May 2026

Closing Time:

13:00

Late submissions will not be accepted.



10. POPIA COMPLIANCE

All submitted information will be processed and stored in accordance with the Protection of Personal Information Act (POPIA) and used solely for procurement purposes.

11. ETHICAL CONDUCT

Uitsig Primary School promotes ethical and transparent procurement. Any suspicious or unethical conduct may be reported confidentially to:

SGB Chairperson

Email: uitsig@netactive.co.za

12. RESERVATION OF RIGHTS

The School Governing Body reserves the right to:

- Accept or reject any quotation
- Request additional information
- Verify submitted information
- Cancel or withdraw this tender process in accordance with applicable procurement regulations

Pricing

"All quoted rates must comply with current PSIRA minimum wage determinations and the National Minimum Wage Act applicable to the Private Security Sector."

Principal: Mrs L. Moodley

SGB Chairperson: Ms. T Tselapedi