

## Questions and Answers

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**BID NUMBER: CCMA/2024/24-GEO**

**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY GUARDING SERVICES FOR THE CCMA GEORGE OFFICE FOR A PERIOD OF FORTY-FIVE (45) MONTHS.**

**1. Question:**

Are we allowed to submit USB or CD?

**Answer:**

CCMA will allow USB because our laptop doesn't have slot for CD

**2. Question:**

Regarding procurement circular for closing of bids over the festive season, that tender that are closing before 16 December should be extended, is CCMA taking it account or is the bid closing on the 17 December 2024 as per the bid document?

**Answer:**

The bid was advertised within 21 days ending on 12 December 2024 and CCMA prolonged the closing date to 17 December 2024. Bidders are encouraged to submit anytime during office hours before the closing date..

**3. Question:**

How are we going to submit our bid proposal as George office doesn't have tender box

**Answer:**

Proposals should be submitted to CCMA National office as stated on the bid document.



4. Question:

Clarity regarding the submission of pricing in a separate envelope

Answer:

Pricing and SBD 3.3 should be submitted in a separate sealed envelope

5. Question:

How are we going to get the addendum as stated during the presentation

Answer:

Erratum will be published on CCMA website and on Etender portal

6. Question:

Under mandatory requirements - Private Security sector provident fund letter of good standing on annual basis – Attach proof of valid letter, the certificate is issued annually. Please give us clarity?

Answer:

A letter of good standing is only valid for 2 months upon request. Please ensure that the expiry date falls on or after the bid closing date. If the expiry date is before the bid closing date, the bid will be disqualified.

e.g.

Bid closing date –	17 Dec 2024	
Letter of good standing	16 Oct 2024 to 16 December 2024	X Expired
Letter of good standing	1 November 2024 to 1 January 2024	✓ Valid

7. Question:

Under mandatory requirements item 6 - the service provider must provide a valid firearm license for the company. Attach proof of valid firearm license, if am posting/deploying or if I am outsourcing the service from other company why do we need a valid firearm.

Answer:

The CCMA is a public entity and some of our users come with guns in the building. The CCMA has made provision for safe keeping of firearms which must be managed

by competent security guards. The service provider must ensure that all officers that will be deployed onsite are fully conversant with the regulations and have the relevant competencies to handle guns. It is therefore prudent for the service provider to not only have the competencies but must comply with the relevant laws and regulations of the firearms Act and must have the necessary firearm licenses.



8. Question:

Can bidders use handwriting or computer to complete the bid documents

Answer:

Bidders can use both handwriting and computer

9. Question:

Clarity on submission of a bid proposal, if the owner is sending someone to submit the bid proposal can the person who is submitting be able to sign on behalf of the company?

Answer:

Any person delivering the bid document must sign the register.