STATE DIAMOND TRADER

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OR Tambo International Airport Special Economic Zone Precinct 1, Cnr Bonaero Drive and Elgin Road, ACSA Precinct,1619

SPECIFICATION

SERVICE PROVIDER TO MANAGE, MAINTAIN AND UPGRADE THE STATE DIAMOND TRADER SECURITY SYSTEM

1. INTRODUCTION

The State Diamond Trader hereby requests a suitable service that will manage, maintain and upgrade the State Diamond Trader security system

2. Background

The State Diamond Trader is a state-owned entity established in terms of section 14 of the diamonds act, 56 of 1986 as amended ("the act"). It is classified as schedule 3B entity of the Public Finance Management Act (PFMA). The office is situated in OR Tambo International Airport Special
Economic Zone Precinct 1, Cnr Bonaero Drive and Elgin Road, ACSA Precinct,1619.

1. Unit requesting goods/services	Human Resources
2. Quantity (ties) required	One (1) service provider to manage, maintain and upgrade the State Diamond Trader security system
3. Description of goods or services	**3.1 The Service Provider Contract** Appointment of a suitably qualified and experienced security systems management service provider for a period of **three (3) years** to provide security systems management and technical maintenance. **3.2 The Service Provider's Terms of Reference** • Maintenance of face recognition access control system on three (3) high security points in the office with six (6) devices. • Maintenance of the CCTV system surveillance of thirty-two (32) cameras. • Monitor opening and closing alarm systems of two (2) high security points within the office and ensure SMS notifications are assigned to 5 users. • Set up, maintain the security system in the server room. • Dispatch (swift response) armed response officers whenever the security alarm systems are triggered. • Dispatch (swift response) security system technicians during the security system failure. • Advice State Diamond Trader on security system gaps and upgrades when requested. The appointed service provider will be responsible for ensuring that all security systems remain operational, effective and properly maintained throughout the contract period.

REQUISITION FOR THE SECURITY SYSTEMS MANAGEMENT SERVICE PROVIDER

4. Mandatory Requirements	4.1 The service provider must be registered with PSIRA, and proof of registration must be submitted in a form of a **valid PSIRA certificate**. **4.2** The service provider must have a **valid tax clearance certificate** that must be submitted with section 5 requested documents 4.3 Zero submission of the above documents disqualifies the service provider.	

5. Functionality Evaluation	**5.1 Service Provider Experience** The service provider must have a minimum of ten (10) years' experience in the security industry, including experience in electronic security systems such as CCTV, access control and alarm systems. **Points will be allocated as follows:** • More than 10 years' experience = 50 points • 10 years' experience = 40 points. • Less than 10 years' experience = 0 points **Proof of 10 years' experience shall be submitted on the following documents**: • Business profile showing business establishment background history. • A minimum of 3 and a maximum of 5 traceable reference letters showing accumulative uninterrupted 10 years' experience.	**50 Points**
	5.2 Number of Current Businesses where the Service is Provided The service provider must currently serve ten (10) businesses in the Gauteng province with existing contracts whereby security system management services are being provided.	**30 Points**

	Points will be allocated as follows: • More than 10 businesses being currently served in Gauteng = 30 points. • 10 businesses being currently served in Gauteng = 25 points. • Less than 10 businesses being currently served in Gauteng = 0 points **Proof of 10 businesses being served in Gauteng whereby the service is currently provided must be submitted as follows:** • 10 or more business reference letters from Gauteng businesses where the service is being provided.	

	5.3 City of Johannesburg or City of Ekurhuleni Technical Offices The service provider must have a technical office in the City of Johannesburg or City of Ekurhuleni. **Points will be allocated as follows:** • Technical office in the City of Johannesburg or City of Ekurhuleni = 20 points. • No technical office in the City of Johannesburg or City of Ekurhuleni = 0 **Proof of technical office in the City of Johannesburg or City of Ekurhuleni must be submitted as follows:** • Municipality bill/statements for three (3) months	**20 Points**
	Threshold	**85 Points**
	Scoring Points Total	**100 Points**
6. Quotation Submission Requirements	6.1 All service providers must conduct site visits before submitting requested documents and quotations. 6.2 All quotations must be submitted on the attached excel quotation template.	

Price Schedule

Bidders must provide a detailed price schedule that includes the costs/charge-out rate per hour. The duration of the contract is 3 years.

Roles and Responsibilities of the entity

(i) The SDT will be responsible for the payment within 15 days of invoicing after service has been successfully rendered.
VALUATION METHODOLOGY / CRITERIA Compliance review: Each submission is checked for compliance.

The following documentation is required.

Compliance Criteria
SBD 4 SBD 6.1 CSD report

PRICING

1. Cost must be VAT inclusive and quoted in South African Rand
2. Quotations will be evaluated on price and specific goals on the SBD 6.1.

Closing date for submission of quotations are 16 November 2026 16h00.

Ensure that you email your responses
quotation@statediamondtrader.gov.za

Enquiries Contacts only:

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