



**HOUSING COMPANY TSHWANE**  
affordable housing solutions

Housing Company Tshwane; Townlands Social  
Housing, 374 Cowie Street 0001  
+27 (0) 12 358-4469  
Reg. no. 2001/029821/08 | VAT No. 4090249030

**ADVERT QUOTE DOCUMENT**

**SUPPLY CHAIN MANAGEMENT UNIT**

**DESCRIPTION: RELOCATION OF SECURITY MONITORS TO THE MAIN GATE.**

**QUOTE NO: HCT-SCMUQ 35/2025/26**

**NAME OF COMPANY:** .....

**AMOUNT R** ..... **VAT incl.**

**AMOUNT IN WORDS:** .....

.....**RAND**

**COMPULSORY BRIEFING**

**DATE: 19 JANUARY 2026**

**TIME: 09H00**

**VENUE: HOUSE NO. 194**

**7<sup>TH</sup> STREET**

**ROOIVAL**

**CLOSING DATE: 26 JANUARY 2026 @ 12H00**



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ADVERT

**PART A: MBD1**

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**SUPPLY CHAIN MANAGEMENT UNIT**

**DEPARTMENT: PROPERTY MANAGEMENT DEPARTMENT**

**QUOTE DESCRIPTION: RELOCATION OF SECURITY MONITORS TO THE MAIN GATE.**

**QUOTE NO: HCT-SCMUQ 34/2025/26**

Quotations are hereby invited from interested service providers for: Relocation of Security Cameras to the main Gate. Documents are obtainable from Housing Company Tshwane website [hct.tshwane.gov.za](http://hct.tshwane.gov.za) free of charge.

**Interested bidders must attach proof of the following documents:**

- CSD report.
- Original certified copies of IDs for all directors of the company (not older than 3 months).
- Statement of municipal rates and taxes for both company and directors appearing in the CK **OR** (not older than 3 months) not owing for more than 3 months or affidavit with municipal account attached if business is operating in the same premises of the director **OR**,  
Copy of Lease Agreement with statement of account for leasing for both director C company **OR**, Certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction for both director C company not older than 3 months **OR** Original signed letter from Councillor for bidders/company residing in informal settlements accompanied by original sworn affidavit.
- Valid tax pin or tax clearance.
- Proof of similar work experience (one or more Orders/Appointment letters).
- Valid signed joint venture agreements in case of a joint venture companies.

Completed documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into the tender box. Housing Company Tshwane box, Housing Company Tshwane; Townlands Social Housing, 374 Cowie Street 0001, marked as Quote No: **HCT-SCMUQ 35/2025/26 Relocation of Security Cameras to the main Gate. The document will be available on Housing Company Tshwane's website -[hct.tshwane.gov.za](http://hct.tshwane.gov.za) free of charge from the date of advert.**

**Closing date: 26 January 2026 @ 12h00 at Housing Company Tshwane; Townlands Social Housing, 374 Cowie Street, Marabastad 0001.**



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The quote will be evaluated on 80/20 points scoring system and returnable documents.

**Target Goals:**

80/20 system Scoring point system as per PPPFA

- 80 for pricing
- **20 Points for Specific Targets**
  - At least 51% Women owned companies - 5 Points
  - At least Youth owned companies – 4 Points
  - At least companies owned by People with disability – 4 Points
  - Locality – 7 Points

**The Bidder shall take note of the following Quote conditions:**

- a) Housing Company Tshwane Supply Chain Management Policy will apply on this quote.
- b) Specific goals points scored.
- c) The entity reserves the right not to appoint.
- d) No Quote der will be appointed if not registered on Central Supplier Database.
- e) Contract period of this quote is – once off procurement.
- f) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.
- g) All pages must be initialed, and all forms must be completed in full and signed.
- h) The quote document must be hand completed with a black pen.

**Technical enquiries should be directed to Mr. Mongi Mbambo 082 8579495.**

**Administrative enquiries must be directed to Ms. Phumudzo Ademoye (012) 358 4469 /  
Phumudzoa@tshwane.gov.za.**



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**PART B.1**  
**FORM OF OFFER**

**Quote for contract number: HCT-SCMUQ 35/2025/26**

I/We, the undersigned:

**Quote for an amount ..... % (vat inclusive) and.**

- a) Quote to supply and deliver to Housing Company Tshwane all or any of the supplies of goods described in both Specification and Scheduled of this Contract.
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this document, regarding delivery and execution.
- c) Declare that all information provided in respect of the bidder as well as the quote documents submitted are true and correct.

Signed at .....this ..... Day of .....20.....

\_\_\_\_\_  
**Signature**

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.**

I/We the undersigned am/are authorized to enter this contract on behalf of:

\_\_\_\_\_

By virtue of \_\_\_\_\_

Dated \_\_\_\_\_ a certified copy of which is attached to this quote.

Signature of authorized person: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Please Note: The prices at which quote are

prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.

**Failure to sign the form of offer and initialing each page of the document will result in disqualification of the bidder.**



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**Part B. 2**

**Quote Information**

Details of person responsible for the quote process

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Address of office submitting quote: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax no: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Authority for signatory**

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

“By resolution of the board of director(s) passed on \_\_\_/\_\_\_/20\_\_\_

Mr./ Mrs. \_\_\_\_\_

Has been duly authorized to sign all documents in connection with the quote for

Contract \_\_\_\_\_ **No** \_\_\_\_\_

And any contract, which may arise there from on behalf of

\_\_\_\_\_

Signed on behalf of the company: \_\_\_\_\_

In his capacity as: \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Signature of signatory



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## 1. PURPOSE

The purpose of this motivation is to request approval to obtain quotations from service providers for the relocation of the security camera monitors from the office to the guardhouse at the main entrance gate.

## 2. BACKGROUND

According to the original project design, the installation of the security camera monitors was allocated to the site office. However, the office is currently occupied by Housing Company Tshwane (HCT) staff for administrative purposes and is not suitable for continuous monitoring of the security system.

At present, the security cameras are not being monitored, which poses a risk to property and tenant safety. The contracted security company operates from the guardhouse at the main entrance gate. This location is more appropriate for monitoring purposes, as it allows for constant presence and immediate response by security personnel.

## 3. MOTIVATION

- The current location of the security monitors in the office does not support effective security operations.
- There is no active monitoring taking place, leaving the site vulnerable to incidents.
- The guardhouse, staffed by the contracted security provider, is the most logical and strategic location for the monitors to be managed effectively.
- Relocating the monitors will improve surveillance, enable real-time monitoring, and enhance overall site safety.

## 4. REQUEST

It is therefore requested that permission be granted to source quotations from qualified service providers for the relocation of the security monitors from the office to the guardhouse

## 5. SCOPE OF WORKS


We are seeking quotations from qualified service providers for the professional relocation of existing security monitors and associated cabling from the current administrative office to the main entrance guard house. The objective is to enable the contracted security company to effectively manage and monitor the security camera system from their operational base.

**The scope of work includes, but is not limited to, the following:**

- 5.1 Site Survey:** Conduct a comprehensive site survey at both the current administrative office and the main entrance guard house to assess existing infrastructure, cable routing requirements, and potential challenges.
- 5.2 Dismantling and Removal:** Safely dismantle and remove existing security monitors and associated cabling from their current location in the administrative office. This includes carefully labeling all connections for proper re-installation.
- 5.3 Cable Installation/Extension:** Install new cabling or extend existing appropriate cabling (e.g., coaxial, Ethernet, power) from the camera system's central point to the main entrance guard house. This must



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adhere to relevant industry standards and safety regulations (e.g., SANS 10142-1 for electrical installations).

**5.4 Monitor Re-installation:** Professionally install and configure the security monitors within the main entrance guard house, ensuring optimal viewing angles and accessibility for security personnel.

**5.5 System Integration and Testing:** Reconnect and integrate all relocated monitors with the existing security camera system. Conduct thorough testing to ensure all cameras are clearly displayed, fully functional, and that recordings are being captured as intended.

**5.6 Cable Management:** Implement neat and organized cable management at both the old and new locations, including trunking or conduit where appropriate, to ensure safety and aesthetics.

**5.7 Cleanup:** Remove all debris and waste generated during the installation process.

## 6. Deliverables:

- Detailed quotation outlining all costs associated with the scope of work.
- Project plan with estimated timelines for completion.
- Confirmation of compliance with relevant South African safety and electrical standards.
- Warranty information for work performed and any new materials supplied.

## 7. Requirements for Quotation Submission:

The contractor must submit your comprehensive quotation, including a breakdown of costs for labor, materials, and any other

## 8. Evaluation Criteria:

Quotations will be evaluated based on:

- Price competitiveness
- Experience and qualifications of the service provider
- Proposed methodology and project plan
- References for similar projects
- Compliance with all requested information



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**PART D**

**MBD 4**

**DECLARATION OF INTEREST**

1. No quote will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

**3. In order to give effect to the above, the following questionnaire must be completed and submitted with the Quote .**

- 3.1 Full Name: .....
- 3.2 Identity Number: .....
- 3.3 Company Registration Number: .....
- 3.4 Tax Reference Number: .....
- 3.5 VAT Registration Number: .....

3.6 Are you presently in the service of the state\* **YES / NO**

3.6.1 If so, furnish particulars.....

Have you been in the service of the state for the past twelve months?**YES / NO**

If so, furnish particulars. ....

3.7 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this Quote?  
YES / NO

3.7.1 If so, furnish particulars.....

3.8 Have you been in the State service for the past twelve months?  
YES / NO

\_\_\_\_\_



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3.8.1 If yes, furnish particulars.....

MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council.
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces.
- (b) a member of the board of directors of any municipal entity.
- (c) an official of any municipality or municipal entity.
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.9 Are you, aware of any relationship (family, friend, other) between a Quote der and any persons in the service of the state who may be involved with the evaluation and or adjudication of this quote ? YES / NO

3.9.1. If so, furnish particulars.....

3.10 Are any of the company’s directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.10.1 If so, furnish particulars.....

3.11 Are any spouse, child or parent of the company’s directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.....



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**4. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder(s)



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**PART E**

**MBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

**1.2 To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



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- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of highest acceptable tender



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### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.



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**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**  
**(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.**  
**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

Specific goals	80/20 preference point system	Evidence	Tick
		BBBEE Certificate CIPC BEE Certificate EME Affidavit	
At least 51% Women owned companies	5 Points		
At least Youth owned companies	4 Points		
At least companies owned by People with disability	4 Points		
Locality within Tshwane	7 Points		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

**[TICK APPLICABLE BOX]**

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;



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- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....



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**CERTIFICATION**

**I, the undersigned (name)**.....

Certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Designation

.....  
Name of Bidder