**HIGH COMMISSION OF PAKISTAN**
**PRETORIA, SOUTH AFRICA**

# BIDDING DOCUMENT

**TENDER NO.: SA (Admin)-01/2026**

**Subject: Appointment of a Security Service Provider for the High Commission of Pakistan, South Africa**

**Closing Date: 18 November 2026**

## 1. INVITATION TO BID

The High Commission of Pakistan, Pretoria, invites bids from reputable, experienced and duly registered security companies for the provision of 24-hour security services at the Chancery and Pakistan House. Interested companies shall submit their proposals by email or in sealed envelopes to:

**Email:** parepretoria1@telkomsa.net

**Address:** High Commission of Pakistan, 312 Brooks Street, Menlo Park, Pretoria, 0081, South Africa.

## 2. INSTRUCTIONS TO BIDDERS

Bidders shall submit complete technical and financial proposals, together with all supporting documents specified in this bidding document, by the closing date. The bid shall be signed by an authorized representative of the company.

## 3. SCOPE OF SERVICES AND TECHNICAL SPECIFICATIONS

The successful bidder shall provide continuous security services, 24 hours a day, seven days a week, at the following locations:
**Chancery:** 312 Brooks Street, Menlo Park, Pretoria, 0081.
**Pakistan House:** 263 Orion Street, Waterkloof Ridge, Pretoria, 0181.
The services shall include:

- Deployment of at least two security officers on duty at each location at all times.
- Access control, security patrols and prevention of unauthorized entry.
- Maintenance of visitor registers, occurrence books and shift-handover records.
- Immediate reporting of security incidents and emergencies.
- Provision of adequate relief staff and supervision to ensure uninterrupted coverage.
- Submission of a staffing and shift-deployment plan complying with applicable employment and licensing requirements.

## 4. ELIGIBILITY AND QUALIFICATION CRITERIA

Bidders shall submit the following documents:

- Company registration certificate.
- Valid PSiRA registration and applicable licences.
- Tax compliance documentation.
- Company profile and relevant experience, including client references where available.
- Proposed staffing, supervision and emergency-response arrangements.
- Proof of relevant insurance cover.
- Completed financial proposal and signed bidder declaration.

## 5. FINANCIAL PROPOSAL AND PRICING SCHEDULE

Bidders shall quote their prices in South African Rands, including all costs necessary to provide the required services.

| **Description** | **Monthly Amount (Rands)** |
|---|---|
| Security services at the Chancery | |
| Security services at Pakistan House | |
| Combined monthly total, excluding VAT | |
| **Combined monthly total, including VAT** | |

All costs relating to personnel, statutory obligations, supervision, uniforms, training, relief staff and equipment shall be included in the quoted price. Any exclusions or additional charges must be clearly stated.

## 6. BID EVALUATION CRITERIA

Bids shall be evaluated in accordance with the applicable PPRA rules, taking into account compliance with mandatory eligibility requirements, relevant experience, adequacy of staffing and supervision, operational capability and the evaluated financial proposal.

## 7. CONTRACT PERIOD AND CONDITIONS OF CONTRACT

- The contract shall be for an initial period of **three (3) years**, subject to satisfactory performance, availability of funds, necessary approvals and applicable procurement rules. Any extension shall require written approval and shall not be automatic.
- The successful bidder shall enter into a written contract with the High Commission and shall ensure uninterrupted security coverage, confidentiality and compliance with applicable laws and contractual requirements.
- Any price adjustment or contract extension shall be subject to the contract, necessary approvals and applicable procurement rules.

## 8. GENERAL CONDITIONS

- Bidders shall submit complete proposals by the prescribed closing date.
- The High Commission may verify submitted information and seek clarification where permitted by the applicable rules.
- Submission of a bid does not guarantee appointment.
- The High Commission reserves the right to accept or reject any or all bids, or cancel the tender, in accordance with applicable procurement rules.

## 9. BIDDER'S DECLARATION

We declare that the information and documents submitted with this bid are true and correct to the best of our knowledge and that we agree to comply with the requirements of this bidding document if awarded the contract.

**Company Name:** _____

**Company Registration No.:** _____

**PSiRA Registration No.:** _____

**Authorized Representative:** _____

**Designation:** _____

**Telephone:** _____

**Email:** _____

**Signature:** _____

**Date:** _____

**Company Stamp:** _____

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