



## GOVERNING BODY UITSIG HIGH SCHOOL

MARQUARDSTRAAT 47

P O BOX 3200, THE REEDS, 0158

TEL: (012) 661 5525 – FAX (012) 661 8242

E-MAIL: [hsuitsig@mweb.co.za](mailto:hsuitsig@mweb.co.za)

13 May 2024

Dear Sir/Madam

### **REQUEST FOR PROPOSAL: SECURITY GUARDING SERVICES**

You are hereby invited to submit a proposal for security guarding services at Uitsig High School. Your proposal could form the basis for future negotiations and ultimately a contract between you and the School Governing Body.

The invitation consists of the following documents:

- Covering letter (this document)
- Invitation to tender (as per RFP UITSIG001/2024)
- Tender Application Form for Security Guarding Services

### **INTRODUCTION**

Uitsig High School is an English medium school based in Marquard Street, The Reeds, Centurion. The school is operational since 1991. Our school motto is “Toekomsgerig” and challenges everyone to work towards the future. Our strength lies in the power that each individual emits and in the willingness to give his best for his school, his community and his Creator. We currently have 1 188 learners in the school.

### **SCOPE, OBJECTIVES AND EXPECTED DELIVERABLES**

The scope, objectives and expected deliverables required for the operation of the tuck shop are contained in the attached “Invitation to Tender” document.

### **THE PROPOSAL**

1. Format for the preparation and contents of the proposal:

Your proposal must be compiled using the format as set out in the *Tender Application Form* and should be prepared taking into account the attached *Invitation to Tender document*. The Tender Application Form should also be completed.



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### 2. Submission of the proposal:

The proposal should be placed in the Uitsig Tender Box situated in the reception area of the school in Marquard street, The Reeds by no later than Friday, 31 May 2024 @ 12:00. This proposal must include the proof of payment of the registration fee.

Please take note of the following:

- No late or incomplete proposals will be considered.
- The registration fee is non-refundable.
- Please do not address your proposal to any school staff member.
- Only proposals placed in the Uitsig tender box will be accepted.
- The proposal is to be contained in a single sealed envelope marked: Uitsig Security Guarding Services RFP UITSIG001/2024.
- Your name and the name of your enterprise should also be indicated on the reverse of the sealed envelope.

### EVALUATION OF THE PROPOSALS

Proposals will be assessed in accordance with the selection criteria as established by the School Management Team (SMT) and the School Governing Body (SGB).

All proposals received will be evaluated by this team and a short list of no more than three (3) applicants will be compiled. Shortlisted applicants will be informed within 3 working days and invited to present to our SGB.

Please note that Uitsig High School is not bound to accept any of the proposals submitted.

### CONFIRMATION OF RECEIPT AND FURTHER COMMUNICATION

Please indicate receipt of this letter, as well as your interest to submit a proposal, or otherwise, via e-mail to [building.projects@hs-uitsig.co.za](mailto:building.projects@hs-uitsig.co.za). Any communication must be in writing.

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**MATLEKE RABOSHAKGA**

**SGB CHAIRPERSON**