



**NATIONAL BARGAINING
COUNCIL**
FOR THE PRIVATE SECURITY SECTOR

NBCPSS — RFP: Specialist IT Procurement Consultant

REF: NBCPSS/IT-PC/2026

REQUEST FOR PROPOSALS

Specialist IT Procurement Consultant

IT Support Services Tender — Bid Specification & Evaluation

Issuing Authority:	National Bargaining Council for the Private Security Sector (NBCPSS)
RFP Reference:	NBCPSS/IT-PC/2026
Issue Date:	09 July 2026
Closing Date & Time:	30 July 2026 at 16:00
Submission Method:	Electronic only
Submission Address:	procurement@nbcps.org.za



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1. PURPOSE & BACKGROUND

1.1 Purpose

The National Bargaining Council for the Private Security Sector (NBCPSS) hereby invites proposals from suitably qualified and experienced IT specialists (the "Consultant") to provide specialist advisory services in two distinct phases:

Phase 1 — Bid Specification Development: Draft a comprehensive, compliant, and professionally structured Invitation to Tender (ITT) document for the provision of IT Support Services to NBCPSS, including all technical specifications, evaluation frameworks, and bidder documentation.

Phase 2 — Tender Evaluation Support: Provide independent, expert technical assessment of bids received and present findings to the NBCPSS Procurement & Tender Subcommittee in an advisory capacity. All final procurement decisions remain vested in NBCPSS.

1.2 Background

NBCPSS is a statutory body established in terms of section 29(15)(a) of the Labour Relations Act, 66 of 1995. The Council operates from its Head Office and nine (9) regional offices across South Africa, employing approximately 92 staff members. NBCPSS manages sensitive personal information of more than 500,000 employees and over 5,000 employer entities registered in the private security sector.

Current IT support arrangements are provided on an informal, ad hoc basis. These arrangements are no longer adequate given:

The scale and geographic distribution of Council operations across ten sites;

Escalating cybersecurity risks to sensitive personal and employment data;

Compliance obligations under the Protection of Personal Information Act, 4 of 2013 (POPIA) and associated regulations; and

The Council's obligation to ensure business continuity and operational resilience.

The Council requires the prior appointment of a specialist IT Procurement Consultant.



2. SCOPE OF WORK

2.1 Phase 1 — Bid Specification & Tender Documentation

The Consultant shall deliver the following in Phase 1:

Review the approved Draft Scope of Work and all supplementary material provided by NBCPSS to gain a complete understanding of the Council's IT environment, user requirements, and compliance obligations.

Develop a complete, structured Invitation to Tender (ITT) document that includes: executive overview and background; detailed technical specifications for IT support services across all ten sites; service level requirements and key performance indicators (KPIs); contract terms, conditions, and SLA framework; and all required schedules and annexures.

Design a formal Evaluation Framework comprising: technical and commercial scoring criteria; evaluation matrices with weighted scores; mandatory compliance and responsiveness checklists and declaration and conflict-of-interest forms. The framework must be submitted to and approved by the Subcommittee and EXCO before the tender is advertised.

Develop all bidder-facing documentation including: bid submission instructions and format requirements; mandatory compliance forms; tax clearance and B-BBEE submission requirements; and briefing attendance registers.

Advise NBCPSS on appropriate advertising channels, minimum tender duration, and legal requirements for a compulsory bidder briefing session.

Facilitate or co-facilitate the compulsory bidder briefing session on behalf of NBCPSS, including preparation of a briefing pack and recording of clarification questions and official responses.

2.2 Phase 2 — Tender Evaluation Support

The Consultant's role in Phase 2 is strictly advisory and technical. The Consultant shall:

Jointly receive submitted bids with NBCPSS's nominated staff and confirm procedural compliance of each submission against the responsiveness checklist.



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Conduct an independent, objective technical evaluation of all compliant and responsive bids received, applying the approved Evaluation Framework.

Prepare and present a written Technical Evaluation Report to the Procurement & Tender Subcommittee, documenting scores, rationale, identified strengths and weaknesses of each bid, and a ranked summary.

Provide technical advisory support to the Subcommittee during deliberations, including clarifications on technical requirements, market norms, and risk assessments.

Support the Subcommittee in the preparation of its written recommendation to EXCO.

Important: The Consultant does not hold voting rights on the Procurement & Tender Subcommittee. All procurement decisions, including the final award recommendation, remain the sole responsibility of NBCPSS.

3. DELIVERABLES & TIMELINE

All deliverables are to be submitted electronically in both editable (MS Word) and PDF format unless otherwise specified.

#	Deliverable	Due Date	Notes
1	Inception Meeting Notes & Project Plan	Within 5 business days of appointment	Confirms scope understanding and project milestones
2	Draft Evaluation Framework (scoring criteria, matrices, weightings)	Within 10 business days of appointment	Must be approved by Subcommittee and EXCO before advertising
3	Draft ITT Document (full bid specification with all annexures)	Within 15 business days of appointment	Submitted for NBCPSS management review
4	Final ITT Document incorporating NBCPSS feedback	Within 10 business days of receiving feedback	Final version ready for advertising
5	Bidder Briefing Pack and Q&A Record	Day of briefing session	Includes official responses to all queries raised
6	Technical Evaluation Report	Within 10 business days of bid closing date	Includes scored matrices, ranked summary, and Consultant's findings
7	Support to Subcommittee during deliberations (advisory)	As required during deliberation phase	Attendance at Subcommittee meeting(s) as requested



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Note: Timelines are indicative and will be confirmed in the Inception Meeting. All milestones are subject to NBCPSS's internal governance processes.

4. MANDATORY REQUIREMENTS

Proposals that do not satisfy all of the following mandatory requirements will be disqualified at the responsiveness stage and will not be evaluated further:

#	Mandatory Requirement	Evidence Required
M1	Minimum 5 years' demonstrable experience in IT services, systems, or IT service management.	CV(s) and supporting documentation
M2	Proven experience drafting IT service specifications or tender documentation for multi-site organisations or organisations of comparable scale.	At least 3 reference letters on client letterhead confirming completion
M3	Demonstrated working knowledge of POPIA and its implications for IT systems handling personal information.	CV or project description
M4	Knowledge of recognised IT service management or cybersecurity frameworks (e.g., ITIL, ISO 27001, NIST, CIS Controls, or equivalent).	CV, certification, or project reference
M5	Valid Tax Clearance Certificate (or Tax Compliance Status PIN) in good standing.	Certificate or SARS PIN
M6	Valid B-BBEE Verification Certificate or affidavit (for EMEs/QSEs).	Certified certificate or sworn affidavit

5. EVALUATION CRITERIA

Proposals that pass the mandatory requirements check will be evaluated on the following technical criteria. NBCPSS reserves the right to apply its internal procurement policy with respect to price and B-BBEE weighting in the final award decision.

Technical Evaluation Criterion	Max Score	Weight
Depth and relevance of IT services experience (including multi-site or large-scale environments)	30	30%
Demonstrated expertise in POPIA compliance, cybersecurity frameworks, and IT service management standards	25	25%



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Quality and methodology of the proposed approach to Phase 1 (specification development) and Phase 2 (evaluation support)	25	25%
Quality and relevance of references (assessed via reference letters and/or verification calls)	10	10%
Qualifications of key personnel assigned to the project	10	10%
TOTAL TECHNICAL SCORE	100	100%

6. PROPOSAL CONTENT REQUIREMENTS

Proposals must be structured in the following order. Submissions that do not follow this structure may be considered non-responsive.

1. Cover letter on official company or professional letterhead, signed by an authorised representative.
2. Company profile, including legal name, registration number, physical address, and contact details.
3. Technical Proposal: a clear description of the proposed methodology and approach for both Phase 1 and Phase 2, with reference to the scope of work in Section 2.
4. Team Profile: CVs and qualifications of all key personnel who will be assigned to this project, clearly indicating their roles and relevant experience.
5. Experience and References: a summary of at least three (3) comparable projects, accompanied by reference letters on client letterhead confirming the nature and completion of services rendered.
6. Compliance and Regulatory Knowledge: a brief statement demonstrating the Consultant's understanding of POPIA obligations, relevant cybersecurity frameworks, and IT service management standards.
7. Financial Proposal: a detailed, itemised fee proposal in South African Rand (ZAR), inclusive of VAT (where applicable). The fee proposal must separately price Phase 1 and Phase 2 activities. Disbursements and travel costs must be itemised separately.
8. Declaration of Interest and Conflict of Interest.
9. Valid Tax Clearance Certificate or SARS Tax Compliance Status PIN.
10. Valid B-BBEE Verification Certificate.



7. CONDITIONS & GENERAL TERMS

- ✚ NBCPSS reserves the right to accept or reject any proposal, to cancel this RFP process, or to re-advertise, without incurring any obligation to inform affected parties of the reasons for doing so.
- ✚ NBCPSS is not obliged to appoint the lowest-priced proposal. The award will be based on the overall value and merit of the proposal as determined by the evaluation process.
- ✚ All information contained in proposals submitted to NBCPSS will be treated as confidential and used solely for the purposes of this procurement process.
- ✚ Canvassing any NBCPSS employee, official, or member in respect of this RFP will result in immediate disqualification.
- ✚ The appointed Consultant will be required to sign a Confidentiality and Non-Disclosure Agreement prior to commencement of work.
- ✚ NBCPSS requires written consent for sub-contracts and sets JV submission ground rules (all members disclosed, lead party nominated, each submits mandatory compliance docs).
- ✚ Sub-contracting: The appointed Consultant may not sub-contract any portion of the services described in this RFP without the prior written consent of NBCPSS. Any request to sub-contract must identify the proposed sub-contractor, describe the scope to be sub-contracted, and confirm that the sub-contractor meets all applicable legal and compliance requirements. NBCPSS reserves the right to withhold consent without providing reasons.
- ✚ Joint Ventures: Proposals submitted by a joint venture (JV) are permissible, subject to the following conditions: (a) all JV members must be fully disclosed in the proposal, including their legal names, registration numbers, and contact details; (b) a lead party must be nominated and will serve as the primary point of contact and contracting party with NBCPSS; and (c) each JV member must individually submit all mandatory compliance documents required under Section 4 of this RFP (including tax clearance and B-BBEE certificates). NBCPSS will assess the JV as a whole but reserves the right to disqualify a JV where any member fails to meet mandatory requirements



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- ✚ The Consultant must declare any actual, perceived, or potential conflict of interest. Failure to disclose a conflict of interest will be grounds for immediate termination of the appointment.
- ✚ NBCPSS's internal procurement policy governs this process. In the event of any conflict between this RFP and any other document, this RFP shall take precedence unless otherwise stated in writing by NBCPSS.
- ✚ NBCPSS will not be liable for any costs incurred in the preparation or submission of a proposal.
- ✚ NBCPSS requires a 120-day validity (90-day alternative available) of the proposal.

8. SUBMISSION INSTRUCTIONS

Submission Method:	Electronic only — no physical or postal submissions will be accepted.
Email Address:	procurement@nbcps.org.za
Subject Line:	"RFP NBCPSS/IT-PC/2026 — [Bidder Name]"
File Format:	PDF (preferred). All attachments must be clearly named.
Closing Date:	30 July 2026
Closing Time:	16:00 (South African Standard Time)
Late Submissions:	Will not be accepted or considered under any circumstances.
Queries:	All queries must be submitted in writing to procurement@nbcps.org.za. Queries received after 17 July 2026 may not be answered. Official responses will be shared with all prospective bidders.