



**public works**

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

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**ERRATUM NOTICE FOR : DBNQ-26/01/52 That was advertised on the Departmental website on the 28/01/2026. Without the specification.**

**DBNQ-26/01/52 : NDPWI: ISIPINGO BUILDING: PROVISION OF SECURITY SERVICES AND ACCESS CONTROL FOR A PERIOD OF 04 MONTHS**

**PLEASE NOTE THAT DBNQ-26/01/52 WAS ADVERTISED WITHOUT THE SPECIFICATION ON THE DEPARTMENTAL WEBSITE,**

**TENDERERS MUST TAKE NOTE OF" DBNQ-26/01/52 still on the website ORIGINAL ADVERT CLOSING DATE: 16/02/2026**

**ERRATUM ADVERT DATE: 05/02/2026**

2026 -02- 05

**Supply Chain Management  
For: REGIONAL MANAGER**

Lefapha la Ditiro tsa Setshaba Department of Public Works Lefapha la Mesebetsi ya Setjhaba Kgoro ya Mešomo ya Setshaba Ndzawuloya Mintirho ya Vaaki LTiko leTemisebenti yaHulumende Yemphakatsi lSebe leMisebenzi yoluntu UmNyango wezemiSebenzi yomPhakathi uMnyango Wemisebenzi Yomphakathi eMiphakathi Muhasho wa Mishumo ya Tshitshavha Departement van Openbare Werke



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

# **TENDER: SECURITY SERVICES**

**TENDER NO: DBNQ**

**RENDERING OF SECURITY SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS (ISIPINGO BUILDING) FOR THE PERIOD OF FOUR (04) MONTHS (WITH AN OPTION TO TERMINATE WITH A ONE MONTH NOTICE)**

## **SPECIFICATIONS AND SPECIAL CONDITION OF TENDER**

- 1. SPECIAL AND SPECIFICATION OF TENDER /CONTRACT**

- 1.1 Specifications
- 1.2 Operational Conditions

ITEM	DESCRIPTION		YES	NO	REMARKS
<b>1.1.1</b>	<b>Service required</b>				
	The rendering of a Guarding Service is for a period of (04) months on the following premises: ISIPINGO BUILDING				
<b>1.1.2.</b>					
	<b>Public Works Building</b>				
	<i>Item</i>	<i>Number</i>			
	Security Officers – Grade C Dayshift:06h00 – 18h00	02			
	Dayshift Security Dog	01			
	Security Officers – Grade C Nightshift:18h00 – 06h00	02			
	Nightshift Security Dog	01			
<b>1.1.3</b>	<b>Total needed</b>	<b>06</b>			
	<b>Day shift</b>	<b>03</b>			
	<b>Night shift</b>	<b>03</b>			
<b>1.1.4</b>	<b>Security aids</b>				
	<b>Guardhouse</b>	01			
	Portable handheld radio	02 Per shift			
	Batons for all security officers on duty	02 each			
	Handcuffs for all security officers on duty	02 each			
	Pocket book for each officer	01 each			

1.2 **Duration of contract**

- 1.2.1 The duration of the contract will be for a period of (04) months, commencing from the date the company begins with the security services on site. The contract will be reviewed each and every month.
- 1.2.2 The successful tenderer shall be obliged to sign a Service Level Agreement (SLA) immediately after the tender is awarded.

1.3 **Special Conditions**

- 1.3.1 Tenderers shall provide to the Department of Public Works (DPWI) the following information:

- (i) Their regional and headquarters.
- (ii) Names, addresses and telephone numbers of their banks or other financial institutions that manage their finances and the names of contact persons at each financial institution.
- (iii) Consent that the financial institutions may answer the company financial enquiries and supply statements on request by DPWI.
- (iv) The names identify numbers and street addresses of all partners, shareholders of their companies.
- (v) All Security Officers registered in terms of the Private Security Industry Regulatory Authority, 2001 (Act 56 of 2001).
- (vi) Consent that all Managing Directors, Shareholders of the company and Site Managers, Supervisors and Security assigned to the site will be subjected to a positive pre-screening by the National Intelligence Agency (SSA) before they can resume duties with the Department of Public Works.
- (vii) A list of references with contact detailed and persons, of work done previously.
- (viii) No tertiary qualification needed;
- (ix) In case of new member or replacement a Security clearances of security personnel will be requested by DPW.
- (x) Consent from the employer that they and their employees do not object to the signing Declaration of Secrecy.
- (xi) The successful tenderer shall pay his/her employees at least the minimum monthly basic wage, as prescribed by law.
- (xii) For purposes of this contract, use will be made of the relevant category Security Officer's, as defined in the order made in terms of Section 61A(2) of the Labour Relations Act, 1956, as published by Government Gazette No 20933 dated 25 February 2000 as amended.
- (xiii) The Department reserves the right to terminate contract if SSA clearance is negative.
- (xiv) Appointment will be subjected to positive SSA clearance

- 1.3.2 Prospective tenderer may visit the site and attend the site meeting [date and place will be announced] in order to ascertain the extent of the service to be rendered. No compulsory site meeting will be held at Public Works.

## 2 SPECIFICATIONS

### 2.1 Detailed requirements

- 2.1.1 All security personnel, Directors and the Company itself shall be subjected to vetting

Item	Description	YES	NO	REMARKS
2.1.1.1	<b>General requirements for security personnel</b>			
	<u>The following general requirements apply.</u>  At all times Security Officers must present an acceptable image and appearance which implies, <i>inter alia</i> , that they must not sit, lounge about, smoke, reading news papers, eat or drink while attending to people or at control points.			
2.1.1.2	No security personnel may be allowed to work a shift longer than (12) twelve hours.			
2.1.1.3	The Site Manager, Supervisors and Security Officers must be physically and medically fit for the execution of their duties.			
2.1.14	The Department retains the right to ascertain from PSIRA as to whether the Company, Site Manager, Supervisors and Security Officers are in good standing with PSIRA			
2.2	<b>Uniforms and identification</b>			
	The contractor shall undertake to ensure that each member of his security personnel will at all times when on duty be fully equipped in respect of; <ul style="list-style-type: none"> <li>• A uniform, neat and clearly identifiable uniform of the company, which will include matching raincoats and overcoats for personnel performing duties outside the building. No combat or military style uniform will be accepted.</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• For Security Officers performing duties at duty point's specific identification is required and,</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• A clear identification card of the company with the member's photo, identification and staff number on it, worn conspicuously on his/her person at all times. Alternatively:</li> </ul>			

	The valid identification card issued by the PSIRA			
<b>Item</b>	<b>Description</b>			
2.2.3	<b>Security Aids</b>			
	Security aids which are to be worn or kept on the person at all times whilst on duty, to be issued by the Tenderer are; <ul style="list-style-type: none"> <li>• Baton</li> <li>• Handcuffs</li> <li>• Whistle</li> <li>• Pen</li> <li>• Torch (whilst on night shift)</li> <li>• Radio</li> <li>• Pocket book</li> </ul>			
2.2.4	Tenderers must keep proper files as well as appropriate documents of all security personnel, who are employed for rendering the service to the Department available for inspection by representatives of the Department.			
	The appropriate documents shall include, inter alia, the following: Scholastic, training certificates, PSIRA registration and medical certificates			
2.2.5	<b>Registers to be utilized and maintained</b>			
	The contractor must ensure that the Occurrence Register and Access Control Register/Forms, which are available on the site, be utilized and maintained as required:			
2.2.6	<b>Occurrence Register –</b> Purpose: The purpose of this register is to keep record of all incidents, occurrences, or observations made by the Security Officer’s whilst on duty for later reference. Compulsory Entries: <ul style="list-style-type: none"> <li>• All listed routine procedures such as patrols undertaken, handing over of shifts, etc, mentioning the procedures followed, by whom and the time of commencement. OB must be written with black ink and entries must all be made clearly legible, in red ink.</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• As occurrence/events however important, slight or unusual with reference to the correct time and relevant actions taken.</li> </ul> <hr style="border-top: 1px dashed black;"/>			

	<ul style="list-style-type: none"> <li>• All security personnel activities – especially deviations in respect of the duty list – indicating particulars of the personnel and relevant times.</li> <li>-----</li> <li>• The issue and/or receipt of keys, indicating the time and by whom they were received and/or delivered.</li> <li>-----</li> <li>• The unlocking/locking of doors/gates, indicating the time and by who locked/unlocked.</li> <li>-----</li> <li>• The handling over of shifts, mentioning all names of all shift personnel and accompanying equipment and aids. In this case personnel taking over as well as personnel handing-over must sign the entries.</li> <li>-----</li> <li>• Occurrence Register Read: After handing-over of the shifts the shift leader coming on shift must make an entry that he/she read the occurrence register in order to acquaint himself/herself with events that occurred during the previous shift.</li> <li>-----</li> <li>• Visits by Management to security points, and entries by Supervisors must be done in red ink.</li> <li>-----</li> <li>• Officials of the Department shall pass on in writing, all additional requests in respect of the rendering of the service.</li> </ul> <p>Under no circumstances may an entry in the occurrence register be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initiated at the side.</p>			
2.2.7	<p><b>Shift Rosters</b> – Purpose: The purpose of the shift roster is to serve as proof, at all times that all personnel who should be on duty per shift, are indeed on duty.</p> <ul style="list-style-type: none"> <li>• Drawing up a shift roster: Daily, weekly, monthly shift roster of all security personnel must be drawn up by the contractor and kept on site where the service is rendered.</li> </ul>			

	<ul style="list-style-type: none"> <li>Changes to the shift roster: Any changes to the shift roster shall be crossed out by a single line, initialed, dated and noted in the occurrence register.</li> </ul>			
	<p><b>Duty sheet</b> – Purpose: The purpose of the duty sheet is to ensure that all security personnel on duty are familiar with their duties as required for the contract.</p> <ul style="list-style-type: none"> <li>The contractor must have a fully expounded duty sheet available at each duty point of the site.</li> </ul>			
2.2.8	<p><b>Two-way radios</b> – Purpose: The purpose of the two-way radio communication is to ensure that there is immediate communication between the various duty points on the site and with the departmental security control room and contractors control room.</p> <ul style="list-style-type: none"> <li><b>Base radio:</b> The base radio is to be installed by the contractor at a static duty point for better communication between the site [PWH] and the contractors control room.</li> <li><b>Hand held radios:</b> The hand held radio’s must be serviceable at all times and be handed to the Security Officer patrolling the site for immediate communication with the base station.</li> </ul>			
2.2.9	<p><b>Guard monitoring system</b> – Purpose: The purpose of the guard monitoring system is to ensure that the site is patrolled /inspected according to instructions and any deviation is immediately reported to supervisors and addressed accordingly.</p> <ul style="list-style-type: none"> <li>The guard monitoring points as identified by the Department must be visited as required.</li> </ul>			
2.2.11	<p><b>Contact with Departmental Representative</b></p> <p>The Site Manager or Supervisor must immediately report any abnormal and or noteworthy incident to the Departmental Representative who in turn will inform Top Management.</p> <ul style="list-style-type: none"> <li>A meeting, where formal discussions can be held between the Departmental Representative and Contractors Supervisor/Manager or Contractor himself/herself, must be held at least once a month. Minutes of the meeting must be kept by the Department</li> </ul>			

	<ul style="list-style-type: none"> <li>The contractors shall furnish a monthly and quarterly report of the security service, incidents, etc, which transpired in the previous month to the Department of Public Works Security Manager.</li> </ul>			
<b>2.2.12</b>	<b>Lost articles</b>			
	<p>Definition: Lost articles that are found at the site and of which the ownership could not immediately be established.</p> <ul style="list-style-type: none"> <li>All lost articles must immediately be handed in at the security control room on the site for safekeeping and recorded in the occurrence register. Thereafter it must be handed to the Departmental Representative.</li> </ul>			
<b>2.2.13</b>	<b>Deliveries during office hours</b>			
	<p>Security personnel must not accept/receive any deliveries for an official, for this purpose the official himself/herself or a colleague may accept/receive the delivery. Should the delivery be urgent or a sensitive/valuable article this must be referred to the Departmental representative in the security control room.</p>			
<b>2.2.14</b>	<b>Labour unrest incidents</b>			
	<p>Definition: When officials of the Department on site or security personnel engage in illicit personnel practices such as strikes, unrest and intimidation.</p> <ul style="list-style-type: none"> <li>Labour unrest on site: If the service is interrupted/or temporary deferred because of any labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the contractor, the parties must come to an agreement on methods to ensure continuation of the security service.</li> </ul>			
<b>2.2.15</b>	<b>Inspections</b>			
	<p>A thorough inspection of the service shall be performed by Departmental officials as well as the contractor himself/herself at least every (3) three months.</p>			
	<p>The Department retains the right to inspect the service rendered by the contractor at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.</p>			
	<p>The Department retains the right to require from the contractor, that any of his/her employees be</p>			

	replaced, should justifiable reasons exist, in which case the employee must be replaced without delay. The Department will not be held responsible for any damage or claims, which may arise because of this and is indemnified against any such claims and legal expenses.			
	NOTE: The Department's representative will have the right to daily check whether sufficient personnel are available at the site in terms of the conditions.			
	All security personnel shortages must be noted in the occurrence register and on the duty list.			
<b>2.2.16</b>	<b>General</b>			
	The contractor's personnel must at all times refrain from littering and keep the grounds/ building/work area occupied by them clean, hygienic and neat.			
	Under no circumstances will any security personnel be allowed to trade on the premises.			
	The contractor shall not erect or display any sign, printed matter, painting, nameplates, advertisement, and article or object of any nature whatsoever, in, or to the Department's buildings or sites or any part thereof without written consent. The contractor shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable.			
	Any sign, printed matter, painting, name plates, advertisements, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed. The contractor shall be held responsible for the costs of such removal.			
<b>2.2.17</b>	<b>Duties of Security Officers</b>			
	To act as an authorized official in terms of the Control of Access to Public Premises and Vehicles Act, (Act 53 of 1985),			
	To perform access control duties as prescribed, patrol premises, and execute functions required by the Departmental shift supervisors (including the safeguarding of personnel, property and information).			
	To record events/incidents in the prescribed occurrence register and report it to the shift supervisor and contractor.			
<b>2.2.18</b>	<b>Additional requirements</b>			
	Security Officers must be inspected/ visited once per day (weekends and public holidays included) and twice per night shift by the supervisor.			

	A direct line of communication must be established between the security control room and the control room of the contractor.			
	The contract is for a period of (1) one year and the Department reserves the right to terminate the contract at any state with (1) one month written notice if Public Works feels that the services are rendered unsatisfactorily. This will be done in line of Public Works.			
2.2.19	<b>Administration responsiveness</b>			
	<ul style="list-style-type: none"> <li>• Completion of checklist.</li> <li>• Valid Tax Clearance</li> <li>• Submission of all documents as per compulsory checklist</li> <li>• The use of correctional fluid (T-ppex) is strictly prohibited.</li> </ul>			

### 3. RESPONSIBILITIES

#### 3.1 Responsibility of Contractor

- (a) The Company is expected to provide Public Works with a Site Inspector who will be available if he or she needed at all times during the office hours, NB security guards must be paid on time (failure to comply will lead to termination of contract urgently).
- (b) The contractor must provide adequate security personnel as required by Public Works for the successful rendering of security service on 24 hours, 7 days a week basis throughout the contract.
- (c) Security Officers assigned to the Public Works site can only be changed with the consent of the Public Works Security Manager. The request of the change should be in writing five days before it could take place except in cases where the department requires that a security officer be removed immediately due to misconduct of such an officer.
- (d) The company should be able to provide Public Works with additional Security Officers on request and in case of emergency.
- (e) Shortages of security personnel should be recorded in the occurrence book by the supervisor. Public Works shall also keep their own record with regard to shortages of Security Officers.
- (f) The tenderer should provide Public Works with well-trained supervisors.
- (g) Supervisors should possess a Grade 12 [Standard 10] certificate and have formal training.

- (h) Supervisors should have at least grade C.
- (i) The tenderer should provide at least two supervisors.
- (j) Provide one (1) Security Officer during the day.
- (k) Provide one (1) Security Officer during night shift including a supervisor.
- (l) Security Officers must have grade C.
- (m) They must supply declaration forms
- (n) Transport for monitoring and inspecting purposes site mentioned in contractor must be provided.

### 3.2 **Responsibility of DPWI**

The department will provide the following

1. Department will not provide overnight sleeping facilities
2. The department will pay the contractor within 30 days after the service has been rendered and the contractor providing an ORIGINAL (colour) invoice within 5 days of service delivery.

### 3.3 **Duties of the Site Inspector**

- (a) Oversee all security activities performed by his security personnel.
- (b) Handle all problems experienced by his security personnel on site.
- (c) Attend all problems regarding payment, family problems of Security Officers.
- (d) Ensure that there is always security equipment required on site e.g. two way radio etc.
- (e) Be involved in any security operational projects.
- (f) Advise Public Works Security Manager on any security breaches.
- (g) Investigate any security breaches committed by his Security Officers and update Public Works accordingly.
- (h) Make initiatives to the improvement of security in general.
- (i) Liaise with Head of physical security and where applicable, with senior Security Officer on duty.

- (j) Conduct parade with security personnel prior to assumption of duty.
- (k) Ensure that registers are clean, neat and up to date at all times.
- (l) Ensure that employees are escorted between the workplace and financial institutions when on official duties and requested to do so.
- (m) Ensure that Security Officers are always in their corporate uniform and display their PSIRA registration cards.
- (n) Hold – Weekly meetings with his/her supervisors on site.  
  
-Fortnightly meetings with Public Works Admin Officer/ DD: Physical Security.
- (o) Ensure that all security staff understands the needs and expectation of the secondary clients (e.g. visitors) and primary clients (e.g. employees) of the Directorate: Security Management.
- (p) Ensure that all security staff understands the principle of Batho Pele and apply it at reception desk.

#### 3.4 Supervisors

- (a) Take overall responsibility of the shift.
- (b) Ensure that Security Officers posted accordingly.
- (c) Ensure that the each site is covered, if not report to the control room immediately.
- (d) Report any security breaches to Public Works Security Officers.
- (e) Ensure that security personnel present themselves well to the staff members and to the public.
- (f) Draft shift roster for the different sites.
- (g) Ensure that security registers are kept neat at all times.
- (h) Ensure that security equipment is in good working conditions.
- (i) Conduct parades with every shift reporting for duty.

- (j) Act as an emergency officer during emergency situation until the arrival of Public Works Security Officers.

### 3.5 Security Officers on site

- (a) Practice Access Control procedures in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).
- (b) The Security Officers shall be responsible for the protection of state property on the site, and the protection of the said property against theft, fire and vandalism.
- (c) The protection of the state's officials against any injuries, threat of any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, (Act 51 of 1977).
- (d) Protect state information against any espionage, leaking of information to the wrong hands.
- (e) Controlling or reporting on the movement of persons or vehicles through checkpoints or gates.
- (f) Conduct searching according to the Access Control Act on staff members, members of public, and if necessary restrain them.
- (g) Patrol the premises and offices of Public Works.
- (h) React to emergency situations.
- (i) Ensure that security registers are kept neat at all times.
- (j) Escorting of employees who carry valuable assets on the building.

## 4. CODE OF ETHICS AND RESTRICTIONS OF SECURITY PERSONNEL

Security Officers must be paid the minimum wage according to Basic conditions of Employment Act 75 of 1997 & according to PSIRA RATES FAILED TO COMPLY WILL LEAD TO TERMINATION OF CONTRACT WITH IMMEDIATE EFFECT: Sect oral Determination for private security sector as issued on 30 November 2001 in the Government Gazette no. 22873.

Security Officers must be visited at least once per day (weekends and public holidays included) and twice per night their Site Inspector.

Public Works will have the option to request the successful tenderer to replace any Security Officer, whom they found not suitable for the site.

## 5. UNIFORMS AND IDENTIFICATION

- 5.1 No combat uniform will be allowed.
- 5.2 Security Officers shall report on duty in time requested by Public Works.
- 5.3 Security Officers found guilty of any offences shall be removed from site immediately and deleted from the system e.g. biometrics system.
- 5.4 Security Officers should avoid any conflicts with the staff members or members of public.
- 5.5 Security Officers shall report any lost or found articles to supervisors.
- 5.6 Any Security found under influence of any intoxicating substances will not be allowed on site.
- 5.7 The contractor will be held liable for any damage or loss suffered by the State, as a result of the contractor's own or his employees' negligence or intent, which originated on the site.
- 5.8 The State shall not be liable for any loss or damage of any nature to any of the contractor's properties or any items kept at the State's sites, in cases where the loss originated as a result of negligence or intent on the part of the State.
- 5.9 The State is indemnified against any liability, compensation or legal expenses in respect of the following cases:
  - Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.
  - Damage to or destruction of any equipment or property of the contractor during the execution of their duties.
  - Include illicit frisking, illicit arrests and other illicit or wrongful deeds. The contractor shall be notified in writing of the particulars of each claim he is liable for.
- 5.10 The contractor must, at his own expense, take out sufficient insurance against any claim, costs, loss and/or damage ensuing from his obligations and shall ensure that such insurance remains operative for the duration of this agreement.
- 5.11 A copy of such insurance contract shall be handed to the departmental representative on commencement of the service.
- 5.12 The contractor may not, unless otherwise specified, make use of any of the state's equipment, aids and/or property, for purposes of compliance with the conditions, which equipment, aid and/or property include, *inter alia*, vehicles, stationery, firearms, rooms and furniture.
- 5.13 Water and electricity required for the rendering of the service by the contractor shall be provided free of charge by the State.
- 5.14 The contractor is responsible for the training of is personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.

- 5.15 All keys required to obtain entry to those parts of the site where the service is to be rendered according to the conditions, will be provided.
- 5.16 The contractor's personnel must at all times refrain from littering and must at all times keep the grounds and buildings occupied by them clean, hygienic and neat.
- 5.17 Under no circumstances are security personnel allowed to carry on any trading (selling sweets, loose draws etc.) within Public Works buildings.
- 5.18 The contractor shall not erect or display any sign, printer matter, painting, nameplates, advertisement, and article or object and of any nature whatsoever, in, against State buildings or sites or any part thereof without written consent from Public Works.
- 5.19 The contractor shall not publicly display at the site any article or object which might be regarded as objectionable or undesirable.
- 5.20 Any sign, printed matter, printing, nameplate, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable, will immediately be removed by Public Works and the contractor shall be penalized.
- 5.21 The company must ensure all security officers have their company access card.

## 6. OTHER SECURITY REGISTERS

Apart from the occurrence book mentioned above the following registers shall be utilized by the Security Officers in rendering service at all Public Works buildings.

### 6.1 Visitors register

Purpose: The purpose of visitor's register is to have information available at all times regarding persons entering and leaving the premises within a specific period. Register should be kept clean and neat all times. These register forms must be completed correctly and legibly by the security guard/officer on duty and the following information from the visitor should be noted.

Date and time of visit, and departure.  
Surname and initials of the visitor.  
ID no and proof of identity of the visitor.  
Home and work address of the visitor.  
Name of person to be visited.  
Telephone number at work or home.  
Duration of the visit.  
Purpose of visit.  
Signature of visitor.

## 6.2 Pocket book

Purpose: The purpose of the pocket book is to note down all incidents occurring or observations made by a security guard/officer during a turn of duty, for later reference.

Requirement: During their turns of duty all security personnel must have a pocket book on their possession.

**NB: The following information must be noted down in the Pocketbook**

All occurrence/events, however important, slight or unusual, referring to the following:

1. Reporting on and off duty.
2. Time the event occurred.
3. Extent of occurrence or event.
4. Any serious event taking place during the execution of the duty, Security Officer should record it in the pocket.
5. Supervisor visiting the site should sign in the Security Officers pocket book to ensure that he/she has visited the officers on site. Supervisor's entry should be in red pen.
6. The pocket book also helps Security Officer with his/her performance evaluation.

## 6.3 Staff after hours register 18H00-06H00

1. The after hours register is intended to exercise control over staff members and any other people who entered the buildings after hours. This register is also applied during weekends and public holidays.
2. All personnel leaving the building after hours should complete the after hours register.
3. Security Officer on duty must ensure that they complete the register for the client, and that all personnel completing the register correctly. This means that Security Officer shall ensure that correct time and signature of the personnel is entered correctly them selves.

## 6.4 Information register

1. The information register plays an essential role regarding communication of security matters, particularly for shift workers. Instructions, incidents and any other matters are recorded in the book so that shift-workers can receive messages.
2. Security Officers reporting for duty should read the information register, so that they can have necessary information regarding security activities. After the message the officer should sign to acknowledge that he/she is aware the message.
3. Each entry should have serial number, date, time and the name of the officer who made the entry.

#### **6.5 After hour Mail receipt register**

1. The register record all the mails received by the Security Officers on duty. Normally the mails will be received from other departments and companies.
2. When a postal article is delivered, the security on duty should ensure that it is addressed to Public Works. If the sender's names do not appear on the article, as the messenger to write his/her name, address and telephone on the back of the article.
3. The article should go-through the X-ray machine to determine whether it is safe or not.
4. Enter all the details in the register.
5. Obtain the signature of the person who delivered the article and his personal details and mark the article with same serial number in the register.

#### **6.6 Removal permit**

This permit is the most essential in terms of control goods and asset leaving the department. This register should be controlled on this manner.

1. State asset, information and other relevant goods are not allowed to leave the department before the proper authority is obtained. There are certain senior managers on each section who has the authority to sign for the goods leaving the building. Goods shall not leave the building before the necessary authority is given.

2. Serial numbers and make of the goods should be verified by Security Officers, before the goods could leave the building. When the Security Officer is not certain with the serial numbers and other information, he/she should contact the senior officer to look into the matter.

#### **6.7 Government vehicle register**

Security personnel should control government vehicles at the exit and entrances of the buildings. The security personnel should look at the following issues:

1. To determine whether the driver has the authority to drive the vehicle.
2. To prevent the theft of vehicles and the tools a copy of the trip authorization must be kept by security.
3. To ensure that the vehicles are used for official purposes only.
4. To verify particulars and ensure correctness of the trip authorization.
5. To ensure that all new damages to the vehicle is reported / indicated on the trip authorization.

#### **7. COMPULSORY INSPECTION**

The Department of Public Works shall have the prerogative to conduct inspection on the services rendered by the contractor:

1. Inspect the equipment provided by Public Works.
2. Inspect the equipment provided by the contractor.
3. Records of any Security Shortage on the side.
4. The right to dismiss the Security Officer on-site inspection or service shall be conducted by the Public Works Security Manager as well as his/her immediate managers at anytime they find it be appropriate to do so.
5. The Department of Public Works reserves the right to conduct inspection for the services rendered by the contractor at any time, this will done in order to establish whether the service rendered by the contract is satisfactory and comply with the conditions of contract and the site specification.

6. The Department of Public Works reserves the right to require from the contractor that any of his employees be replaced, in which case the employee must leave the site and he/she must be replaced immediately. The State will not be held responsible for any damage or claims, which may arise because of this and is indemnified against any such claims and legal expenses.

**8. TENDERERS SHOULD PROVIDE THE EMPLOYER WITH THE SATISFACTORY PROOF OF THE FOLLOWING REGISTRATION CERTIFICATE BEFORE THE TENDER CAN BE CONSIDERED:**

Registration as employer with the Compensation Commissioner,

South African Receiver of Revenue and

Unemployment Insurance Commissioner.

Registration with the Security Officers Board.

Only applications for price adjustment in accordance with the following escalation formula will be considered by Department of Public Works

$$Pa = (1 - V) Pt + \frac{D1}{R1o} \frac{R1t}{R2o} + \frac{D3}{R3o} \frac{R3t}{R4o} + V Pt$$

Where:

- Period = The period between price adjustments
- Pa = The adjusted price or rate for each period
- V = The firm part of the price or rate which must not be smaller than 0,15
- Pt = The price or rate on date of tender which will apply for the First period
- 1, to D4 = The fraction of the price to be coupled to indicates R1 to R4 respectively. D1 to D4 must add up to 1.
- R1, to R4 = The indices applicable, namely:
  - R1 = salaries/wages, consumer price index PO 141.1 table 21
  - R2 = transport, PO 141.1 table 16
  - R3 = clothing and footwear, PO 141.1 table 16
  - R4 = overheads, PO 141.1 table 26

- o = The suffix which indicate the index number (figure) applicable on date of tender. For all practical purposes, an index number of three months before date of tender may be used.
- t = The suffix which indicate the index number to be used of the adjustment of the price or rate for the next period. Once again, an index number of three months before Commencement of the next period may be used. Prices Or rates as quoted, are firm for the first period and thereafter as adjusted for each period.

## 9. TERMINATION OF SERVICE

1. The stipulations of the General Conditions and procedure apply in particular to cases of failure to comply with any of the conditions of contract, or where an unsatisfactory service is rendered e.g. they must comply with PSIRA.
2. Any amendment or waiving of the stipulations of the contract must occur in writing by mutual consent through the agency of the Department.
3. Should the contractor alienate his rights and liabilities in terms of this contract, he/she should notify NDPW immediately so that the necessary steps for the cession of the contract can be taken.
4. The Department further reserves the right to early termination of services of the contractor, in the event of misconduct by any one of their employees (which may or may not be construed as a breach of the contract), incompatibility or operational requirement.

**Bidders must provide their Companies Profiles to meet with all the risk assessment indicated below.**

**PSIRA Act no 56 of 2001 (Financial Capabilities):**

**Bidders failing to compile with PSIRA Act in accordance to Minimum Sectorial Determination Pricing Structure will be disqualified.**

Methodology

The detailed methodology plan should indicate the strategy, the company will apply in challenges which can be experienced in the site (Isipingo Building). The Methodology should indicate how secure the buildings, taking into account the site challenges i.e. theft of IT equipment, access control, support during strike situations and how to conduct fruitful investigations etc.

**COMPANY WILL BE HELD RESPONSIBLE FOR ANY LOSS OF PROPERTY WITHIN THE PREMISES, AS RESULTS OF NEGLIGENCE ON THE PART OF ANY OF THEIR EMPLOYEES /ASSOCIATION.**

Experience

Minimum of one (1) year experience in large size institutions. This should be supported by the references from such institutions.

Appointing the credible and expirance Superviours with the following requirements:

1. Two (2) year expirance
2. Grade C.

Resources

Well established control room in accordance to PSIRA specifications and standards i.e. base radio, fax, landline, uninterrupted power supply system (UPS). The company must respond to emergency within 45 minutes. (Locality will be added advantage) It is therefore advisable that the company be based or has a control room in Isipingo area.

Contingency and Supervision

Company must have a contingency plan they will put in place in case of breach of security. An indication of the company capacity to handle the project must be indicated during the period of the contract and how supervision will be carried out during the course of the contract.

**NB: USE INK, PREFERABLY BLACK, TO FILL IN THESE FORMS**

CLOSING DATE 20.....

BID NO.....

NAME OF BIDDER

.....

VALIDITY: DAYS

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>BID PRICE IN RSA CURRENCY MUST INCLUDE VALUE ADDED</u>
<u>TAX</u>		

**Rendering of Security services for the National Department of Public Works:**

**Night Shift / Public Holidays / Weekends Price Per month**

**Item**

02 Day Shift Security Officer Grade C

01 Dayshift Security Dog: R.....

02 Night Shift Security Officer Grade C: R-----

01 Security Dog: R.....

TOTAL for 06 security officers: R .....

**SUB TOTAL PRICE OF SECURITY OFFICERS R -----  
Per month**

**EQUIPMENT**



## **ADDITIONAL SECURITY OFFICERS**

<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>BID PRICE IN RSA CURRENCY MUST VALUE ADDED TAX</b>
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Is offer strictly to specification?

\* YES/NO

Is price firm?

\* YES/NO

Note: \* Delete whichever is not applicable.

Any enquiries regarding technical enquiries may be directed to :( during working hours only and strictly document related matters)

Senior Security Officer  
Mr ST Shongwe  
Tel (031) 314 7121 or  
Cell 072 138 7558