



QUOTATION NO : PTQ/.....

CLOSING DATE :

CLOSING TIME : 11H00

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

RENDERING OF SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE AT LARCANO HOUSE BUILDING PRETORIA FOR A PERIOD OF 01 MONTHS

**CHIEF DIRECTOR: SECURITY MANAGEMENT
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
PRIVATE BAG X229
PRETORIA
0001**

QUOTATION NO.PTQ/.....

RENDERING OF SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE AT LARCANO HOUSE BUILDING PRETORIA FOR A PERIOD OF 01 MONTH



**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
REPUBLIC OF SOUTH AFRICA
QUOTATION FOR SERVICES**

COMPANY NAME : _____

COMPANY ADDRESS : _____

TELEPHONE NR : _____

CELL NR : _____

MONTHLY TOTAL (VAT INC.) _____

TOTAL FOR ONE MONTH (VAT INC): _____

❖ SEE ATTACHED SPECIFICATION

SIGNATURE

DATE

RENDERING OF SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE AT LARCANO
HOUSE BUILDING PRETORIA FOR A PERIOD OF 01 MONTH

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

RENDERING OF SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE AT 317 FRANCIS BAARD, LARCANO HOUSE BUILDING, PRETORIA FOR A PERIOD OF 01 MONTH

1. INTRODUCTION

- 1.1. The Department of Public Works and Infrastructure will occupy Larcano House while repair work is being carried out at 6th and 7th floor, CGO Building. The affected officials will be relocated to Larcano House as alternative accommodation. Security Management must ensure that the critical assets deployed to Larcano House including but not limited to DPWI personnel, furniture and ICT equipment are protected. To avoid any loss that may be the result of acts of theft and related activities, security must be appointed at the new location before any personnel, furniture and ICT equipment can be deployed on site.
- 1.2. Therefore, there is a need to appoint and deploy security to conduct access control and to safe guard the state assets.

2. DEFINITIONS

- **Access Control:** Access control is a process in which several measures are applied to ensure that any object or person requiring access to premises of an institution, is safe, has a bona fide reason to enter, is entitled and authorized thereto, and that the institution or its staff will not be exposed to danger or to breaches of security during the presence of such a person or due to his/her gaining access.
- **Access cards:** cards issued to employees, visitors and appointed Service Provider s for identification and access into the building and certain restricted zones, which may contain personal information of the cardholder. It is mandatory that employees, visitors and appointed Service Provider s must always wear or display access cards at all times
- **“Accreditation”** means an official authorization by management for the operation of Information Technology (IT) systems, and acceptance by the management of associated residual risk;
- **After hours:** For the purpose of this service, after-hours shall mean from 18:00 and 06:00 from Monday to Friday. Public holidays and weekends are also regarded as after-hours.
- **“Assets”** means material and immaterial property of the department. Assets include - but not limited to - information in all forms and stored on any media, network or system; material real property; financial resources; employee trust; public confidence and international reputation.
- **“Availability”** means a condition of being usable on demand to support operations, programmes and services.

- **“Business continuity planning”** includes the development of plans, measures, procedures and arrangements to ensure minimal or no interruption of the availability of critical services and assets.
- **“Candidate”** means an applicant, an employee, a contract employee or a person acting on behalf of a contract appointee or independent appointed Service Provider.
- **“Certification”** means the issuing of a certificate certifying that a comprehensive evaluation of technical and non-technical security features of an Information and Communication Technology system (hereinafter referred to as an ICT system) and its related safeguards have been undertaken and that it was established that its design and implementation meet a specific set of security requirements
- **Compromise:** The unauthorized disclosure/exposure or loss of sensitive or classified information, or exposure of sensitive operations, people, or places, whether by design or through negligence.
- **Contingency Planning:** The prior planning of any action that has the purpose to prevent, and/or combat, or counteract the effect and results of an emergency where lives, property or information is threatened. This includes compiling, approving, and distributing a formal, written plan, and the practice thereof, in order to identify and rectify gaps in the plan and to familiarize personnel and coordinators with the plan;
- **“Critical service”** means a service identified by an institution as a critical service through a Threat and Risk Assessment and a compromise of which will endanger the effective functioning of the institution.
- **Dangerous Object:** Means any explosives or incendiary material/device, any firearm and any gas, weapon, or other article, object or instrument which may be employed to cause bodily harm to a person, or to render a person temporarily paralyzed or unconscious or/and to cause damage to property.
- **Declaration of Secrecy:** An undertaking given by person who will have, has or had (Confidentiality Agreement) access to classified information, that he/she will treat such information as secret. Access will be defined by the nature of the office, the occupied position and by being a staff member of DPWI
- **Delegation:** This shall mean the transfer of authority, powers or functions from one person or from one institution to another. Delegation takes place in order to effect division of labour.
- **Director General (DG):** Head of department for Public Works & Infrastructure appointed in terms of Public Service Act. He/she is responsible for effective and efficient management and administration and bears overall responsibility for the provision and maintenance security in his/her department.
- **“Documents”** means:
 - any note or writing, whether produced by hand or by printing type writing or any other similar process, in either tangible or electronic format;
 - any copy plan, picture, sketch or photographic or other representative of any place or article;
 - any disc, tape, card, perforated roll or other device in or on which sound or any signal has been recorded for reproduction

- **“Information security”** includes, but is not limited to:
 - documents security
 - physical security measures for the protection of information
 - information and communication technology security
 - personnel security
 - business continuity planning
 - contingency planning
 - security screening
 - technical surveillance counter-measures
 - dealing with information security breaches
 - security investigations
- **“Need-To-Know Principle”** The furnishing of only that classified information or part thereof that will enable a person(s) to carry out his/her task.
- **“Official hours”** For the purpose of this service, official hours shall mean 07:30 – 16:00
- **“Premises”** For the purpose of this service, premises shall refer to any building, structure, hall, room, and office, which is the property of the DPWI or occupied by its members who has right to access.
- **“Physical Security”** That condition which is created by the conscious provision and application of physical security measures for the protection of persons, property and information.
- **“Risk”** means the likelihood of a threat materializing by exploitation of a vulnerability;
- **“Security breach”** means the negligent or intentional transgression of or failure to comply with security measures;
- **“Technical Surveillance Countermeasures”** (TSCM) means the process involved in the detection, localization, identification, and neutralization of technical surveillance of an individual, an organ of state, facility or vehicle;
- **“Technical/electronic surveillance”** means the interception or monitoring of sensitive or proprietary information or activities (also referred to as bugging);
- **“Threat”** means any potential event or act, deliberate or accidental, that could cause injury to persons, compromise the integrity of information, or could cause the loss or damage of assets;
- **“Threat and Risk Assessment”** (TRA) means within the context of security risk management the process through which it is determined when to avoid, reduce and accept risk as well as how to diminish the potential impact of a threatening event.

- **“Vulnerability”** means a deficiency related to security that could permit a threat to materialize.

3. **ABBREVIATIONS AND DEFINITIONS**

- **BCP:** Business continuity planning.
- **DPWI:** Department of Public Works & Infrastructure.
- **DG:** Director-General of Public Works & Infrastructure.
- **HRM:** Human Resource Management.
- **ICT:** Information Communication Technology.
- **IT:** Information Technology.
- **MISS:** Minimum Information Security Standards.
- **MPSS:** Minimum Physical Security Standards.
- **“NKPA”** National Key Point Act
- **OHS:** Occupational Health and Safety.
- **PMTE:** Property Management Trading Entity.
- **PSIRA:** Private Security Industry Regulatory Authority
- **RSM:** Regional Security Manager
- **SAPS:** South African Police Services.
- **SANDF:** South African Defence Force.
- **SBD:** Security Breach Directive.
- **SM:** Security Manager.
- **SSA:** State Security Agency.
- **TRA:** Threat and Risk Assessment.
- **TSCM:** Technical Surveillance Countermeasures.
- **SAPS:** South African Police Service
- **SABS:** South African Bureau of Standards
- **SASSETA:** Safety and Security Sector Education and Training Authority
- **“SOP”:** Standing Operating Procedures
- **“UB”** Union Building

4. **RELEVANT LEGISLATIVE PRESCRIPTS**

The following key legislations, regulatory frameworks and standards amongst others are applicable,

- 4.1. The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996).
- 4.2. Private Security Industry Regulations Act (Act 56 of 2001).
- 4.3. Protection of Information Act, 1982 (Act 84 of 1982).
- 4.4. Promotion of Access to Information Act, 2000 (Act 2 of 2000).
- 4.5. Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985).
- 4.6. Critical Infrastructure Protection Act, 2019 (Act 8 of 2019).
- 4.7. Electronic Communication and Security (Pty) Ltd, 2002 (Act 68 of 2002).
- 4.8. General Intelligence Law Amendment Act, 2000 (Act 66 of 2000).
- 4.9. National Building Regulations and Standards Act, 1977 (Act 103 of 1977).

- 4.10. Protected Disclosures Act, 2000 (Act 26 of 2000).
- 4.11. Criminal Procedures Act, 1977 (Act 51 of 1977).
- 4.12. Performing Animal Protection Amendment Act (Act 4 of 2016).
- 4.13. Animal Act 7 Of 1991
- 4.14. Firearm Control Act, 2000 (Act 60 of 2000).
- 4.15. Intimidation Act, 1982 (Act 72 of 1982).
- 4.16. Public Service Act, 1994 (Act 103 of 1994).
- 4.17. Labour Relations Act, 1995 (Act 66 of 1995).
- 4.18. Trespass Act, 1959 (Act 6 of 1959).
- 4.19. Occupational Health and Safety Act, 1993 (Act 85 of 1993).
- 4.20. Minimum Information Security Standards (MISS), 1996.
- 4.21. Minimum Physical Security Standards (MPSS) 2019.
- 4.22. Critical Infrastructure Protection Regulations (CIPR) 2023
- 4.23. National Key Point Act (Act 102 of 1980) amended by Critical Infrastructure Protection Act (Act 8 of 2019).

5. PURPOSE

- 5.1. The purpose of this document is to describe the requirements for the Security guards and services to be provided between the contracted security service provider and DPWI for safeguarding of The Department Of Public Works and Infrastructure at **317 FRANCIS BAARD, LARCANO HOUSE BUILDING PRETORIA** for a period of **01 months**.
- 5.2. Furthermore, the document seeks to clarify the roles and responsibilities of each party as follows:
 - defines mutual dependencies
 - provides a framework for common understanding between the parties
 - and describes how non-performing/nonconforming relationships will be managed.

6. PHYSICAL ADDRESS

317 FRANCIS BAARD STREET. LARCANO HOUSE BUILDING PRETORIA

7. EFFECTIVE DATE / DURATION

- The duration of the contract will be for a period of **01 months**, commencing from the date the company begins with the security guarding services project on site.

8. ROLES AND RESPONSIBILITIES

- 8.1. The Chief Director Security Management shall ensure that the contract entered between DPWI, and appointed Service Provider is implemented effectively.
- 8.2. The service provider shall ensure that the services agreed to are implemented according to DPWI requirements signed between both parties (The appointed Service provider and DPWI).
- 8.3. Both parties to the contract will be responsible for agreement, implementation and review of the scope of work.

RENDERING OF SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE AT LARCANO HOUSE BUILDING PRETORIA FOR A PERIOD OF 01 MONTH

9. SERVICE PROVIDER REQUIREMENTS

- 9.1. It is the primary responsibility of the service provider to ensure that each security officer assigned for duty comply and provide quality and professional service as stipulated in DPWI procedures and regulations.
- 9.2. Shall fulfil the duties agreed to and stipulated in the contract.
- 9.3. Shall utilize security officers qualified, competent, skilful and knowledgeable about general Security officers duties.
- 9.4. The services required from a service provider are determined by DPWI using the Security Threat Assessment (STA) and security plan.
- 9.5. The required number of security officer to be utilized on site will be provided on the specification document.
- 9.6. The services and functions shall encompass interdependent tasks with elements and concepts which include to assess, protect, monitor, detect, respond, guard, patrol, inspect, restrain, investigate, record and report.
- 9.7. The Services shall include but not limited to the following functions:
 - Conduct environmental scanning within which security services are to be rendered to identify potential risks as well as develop risk mitigation strategies to address the identified risks.
 - The implementation of such strategies shall be done in consultation with DPWI.
 - Patrolling of sites at regular intervals and not in a predictable sequence to detect the presence of unauthorized persons, suspicious activities or occurrences that may endanger people and assets.
 - Prevent crime incidents and protect DPWI property against crime.
 - Ensure compliance to DPWI standards, policies, standing operating procedures (SOPs) and Work Instructions.
 - The Service Provider must normalize the performance of daily site risk assessment, briefing and debriefing of officers at the beginning and the end of every shift.
 - No deviations from operational plan without the authorization of DPWI or its official delegate (Security Manager) will be permitted
 - The Service Provider's responsibilities are not limited to the stated responsibilities but shall include any other legal security activities that are in line with services outlined here above and such activities shall be communicated to the Service Provider in writing.
 - The appointed service provider shall conform to the, PSIRA Act, Firearm Control Act, OHS Act, DPWI procedures, training standards, competencies, rules, regulations and shall perform duties as may be mutually agreed upon in writing from time to time by DPWI

- Provide a detailed plan to supply additional personnel in case of emergencies and special projects on DPWI building.
- Provide a detailed strike management plan and a list of work force to counter shortfalls during labour actions.
- As part of their duties, the security officers will have access to areas which are restricted to the specific areas of responsibilities such as but not limited to employees and visitors
- It is required of the service provider to ensure that its officers comply with all regulations, policies and procedures governing DPWI.
- The appointed Service Provider or delegated person must ensure that the activities and requirements of the contract carried out as per the contract, and include but not limited to the following:
 - a) Company liaison on site dealing with all aspects of the contract.
 - b) Ensure that shift complement is motivated.
 - c) Ensure that the shift times are adhered to, including appropriate shift hand over time.
 - d) Ensure that all personnel are fully equipped.
 - e) Attend to company human resources problems.
 - f) Address operational grievances with Employer supervisors.
 - g) Ensure that safe and reliable home-work-home transport is available for all shifts at the appointed Service Provider's own cost.
 - h) Address complaints raised by the Employer within 12 hours.
 - i) Daily interfaces with the Employer with respect to operational contractual issues as well as Appointed Service Provider staff performance.
 - j) To inspect shifts during shift parades and submit a shift list to DPWI upon request including the PSIRA registration number of all staff on duty.

10. EXPERIENCE

10.1. Indicate the number of year/s experience in security guarding service industry _____

11. GUARDING INDUSTRY

11.1. Are you a member of a contract guarding association Yes / No
 • If yes – submit proof.

12. INSURANCE / LIABILITY COVER

12.1. Do you have accident insurance Yes / No
 • If yes – submit proof

12.2. Do you have unemployment insurance Yes / No
 • If yes – submit proof

12.3. Do you have public liability Yes / No
 • If yes – submit proof

12.4. To what amount R_____

13. RESPONSIVE CRITERIA

- 13.1. Registration of Company Certificate (CK)**
- 13.2. Valid Company PSIRA Certificate**
- 13.3. Valid Company PSIRA letter of good standing**
- 13.4. Valid PSIRA certificates of all company directors**
- 13.5. I.D copies of all directors**
- 13.6. Valid Tax Clearance Certificate**
- 13.7. Valid Liability Insurance Cover minimum R1000 000 / Undertaking of providing proof within one month after the appointment, failure of which the contract will be terminated**

14. MANDATORY REQUIREMENTS

- 14.1. Proof of Public Liability Assistance Insurance to the minimum value (Not less than 1 million rand) to cover losses of DPWI assets and losses from the premises in case of negligence or criminal activities of company staff.
- 14.2. Attached a valid Tax Clearance certificate/provide a Compliance Tax Status Pin on the space provided on the SBD1 form.
- 14.3. Where a consortium / joint ventures / sub-contractors are involved, each party to the association must submit separate Tax Clearance requirements as proof;
- 14.4. The bidder must be registered on the National Treasury Central Supplier database and attach a report as proof or provide registration number (MAAA) in the space provided on the SBD1 form.
- 14.5. If the bidder sub-contracts, the sub-contractor(s) must be registered on the National Treasury Central Supplier Database and the bidder must provide a CSD report as proof thereof or letter containing the registration number (MAAA).
- 14.6. Valid PSIRA Certificate of the company bidder's (company/close co-operation/sole traders) accreditation and registration with the Private Security Industry Regulatory Authority.
- 14.7. Valid Letter of good standing of the company from Private Security Industry Regulatory Authority (PSIRA) (Not older than 12 months).

15. SITE INSPECTION

- 15.1. Did you attend the site inspection Yes / No
- 15.2. Prospective tenderers must visit the sites in order to ascertain the extent of the service to be rendered.

16. CONDITIONS

- 16.1. Tenderers shall provide to the Department of Public Works and Infrastructure (DPWI) the following information:
 - Their regional and headquarters physical addresses,

- 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;
- Consent that the financial institutions may answer the company financial enquiries and supply statements on request by DPWI;
- The names, identify numbers and street addresses of all partners, shareholders of their companies;
- All Security Officers to be registered in terms of the Private Security Industry Regulatory Authority, 2001 (Act 56 of 2001);
- In cases where a person, partnership, closed corporation, company or any other undertaking, enter business for the first time, the following information should be provided to DPWI
 - Names of the persons or institutions that will help in cases of financial crises
 - Names of the persons or institutions that helped with calculation of this tender;
- Consent that all Managing Directors, Shareholders of the company, Site Managers, Supervisors and Security officers assigned to the site will be subjected to a positive pre- screening by the State Security Agency (SSA) before they resume their duties with the Department of Public Works and Infrastructure.
- Provide list of references
- Provide copies of School / tertiary qualification of all Security Officers; with minimum Grade 12
- Consent of their employees that they do not object to signing a Declaration of Secrecy.
- The successful tenderer shall be obliged to sign a Service Level Agreement (SLA) immediately after the tender is awarded
- Prospective tenderer shall visit the site in order to ascertain the extent of the service to be rendered.
- A compulsory site meeting will be held at The Department Of Public Works and Infrastructure at **317 FRANCIS BAARD, LARCANO HOUSES BUILDING PRETORIA.**

17. RESOURCES DESCRIPTION

NIGHT SHIFT (18H00–06H00)

- 06 X Security Officers Grade C

DAY SHIFT (06H00 – 18H00)

- 08 X Security Officers Grade C

- Seven days a week including weekends and holidays.
- A well-established control room in accordance to PSIRA specifications and standards i.e. base radio, landline, uninterrupted power supply system (UPS).
- The company must respond to emergency within 45 minutes. It is therefore advisable that the company establish a control room around Pretoria area.

RENDERING OF SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE AT LARCANO HOUSE BUILDING PRETORIA FOR A PERIOD OF 01 MONTH

18. PRICING SCHEDULE SERVICE PERIOD 01 MONTH

DESCRIPTION	WORK SHIFT	UNIT PRICE	TOTAL	MONTHLY TOTAL	TOTAL FOR ONE (1) MONTH
08 X Security Officers Grade C		R	R	R	R
06 X Security Officers Grade C		R	R	R	R
		R	R	R	R
		R	R	R	R
		R	R	R	R
		R	R	R	R
		R	R	R	R
Total		R		R	R
VAT		R	R	R	R
Total Contract Amount for 01 Month VAT (Inc)			R		

- A price specification must be submitted with your quotation on the company letterhead.

19. THE BUSINESS / SECURITY COMPANY

- 19.1. Must be officially registered in South Africa as a business entity.
- 19.2. Must ensure that Security Officer's salaries/wages are according to PSIRA rates for the Grades that they have been employed and deployed for on DPWI sites.
- 19.3. The owners (Directors) must have a valid registration with Private Security Industry Regulation Authority (PSIRA) in terms of PSIRA Act 56 of 2001.
- 19.4. The directors of the company must possess a minimum of Grade B PSIRA valid registration.
- 19.5. The appointed Service Provider must have a minimum of 2 years' experience in security service industry and provide a valid proof of service (Reference and appointment letters).
- 19.6. DPWI reserves the right to immediately terminate services of any company not in good standing with PSIRA, SARS, Company registration compliance and Labour.
- 19.7. The Company must have an established functional 24-hour security control room and DPWI reserves the right to conduct inspections of the facility without prior notification.
- 19.8. The company should meet all the site requirements and be in a position to render the required services without fail.
- 19.9. The company supplying firearms must be accredited and have relevant licence issued to them according to the Firearm act

- 19.10. Armed Security officers must possess valid firearm competency certificate issued by SAPS and always carry it when on duty.
- 19.11. Armed Security officers must always carry firearm permits as per the Firearm Control Act (Act 60 of 2000).
- 19.12. Armed Security officers must have completed SASSETA training on the specific firearms they are expected to use.
- 19.13. Armed Security officers must have undergone Regulation 21 training and continue to do so at least once per year.
- 19.14. The contractor should ensure safe handling of firearms during shift changes and must ensure that a firearm procedure is in place.
- 19.15. The contractor for safekeeping of firearms not in use must provide safes.
- 19.16. Security officers must always be armed when performing duties as per this contract, unless otherwise stated in writing by DPWI
- 19.17. Service Provider should have sound knowledge of applicable South African Legislation and ensure compliance thereto.
- 19.18. The Site Supervisor or Managerial staff will be required to attend monthly operational and monthly PWI Security contract management meetings.
- 19.19. In the event of non-performance or breach of contract terms by the appointed Service Provider, DPWI reserves the right to cancel the contract immediately and replace it with another service provider. All costs incurred because of such action will be recovered from the outgoing appointed Service Provider.
- 19.20. Even if not dismissed, equipment lost or stolen will still be recovered from the appointed Service provider who has failed to perform its duties as per the agreed contract.
- 19.21. All Security Officers must be registered with PSIRA and possess a minimum of Grade C registration certificate.
- 19.22. Should be South African citizens with a valid South African ID and not less than 21 years of age
- 19.23. No work permits will be allowed for Non-South African citizens.
- 19.24. Security Officers must be physically and mentally fit for the job.
- 19.25. Security Officers must have Grade 12, be able to read and write English, and have a minimum of 12 months experience in the security industry.
- 19.26. Security Officers must always be in possession of their PSIRA and Company Identity card when on duty.
- 19.27. Security officers must always be armed when performing duties as per this contract, unless otherwise stated in writing by DPWI.

- 19.28. Security officers may be expected to sign a declaration of Secrecy before commencement of their duties on this contract.
- 19.29. Security officers may be subjected to a screening process.
- 19.30. Security officers should not have been convicted of any criminal offence and should disclose all pending criminal prosecutions against them.
- 19.31. Non- Disclosure of such will result in the officers' automatic removal from DPWI site.
- 19.32. Security officers should be able to read, write and express themselves well in English.
- 19.33. Security officers may be required to undergo a Polygraph test as and when required.
- 19.34. Security officers will not be allowed to access IT network registries, communication networks or any sensitive/zoned areas even when responding to alarms.
- 19.35. Security officers must be trained on the DPWI Standing Operating Procedures (SOPs) relevant for their site of deployment.
- 19.36. No Security officers are to be deployed in terms of this contract before undergoing necessary DPWI induction.
- 19.37. DPWI reserves the right to remove such officers that have not complied with this requirement from their sites or duties as per this contract at the cost to the appointed Service Provider.
- 19.38. It is the primary responsibility of the service provider to ensure that each security officer (including Dog Handlers) assigned to K9 duties on duty comply and provide quality and professional service as stipulated in DPWI procedures and regulations.
- 19.39. A dog handler (security officer working with a dog must have been trained at a PSIRA and **SASSETA** accredited dog training centre.
- 19.40. He/she must be in possession of a certificate issued by PSIRA, stating the level of competency regarding dog training DH 2 for patrol work
- 19.41. Shall utilize security officers (Dog Handlers) qualified, competent, skilful and knowledgeable about general Security officers duties and Dog Handling.
- 19.42. The K9 services required from a service provider are determined by DPWI using the Security Threat Assessment (STA) and security plan.

20. DOCUMENTATION

- 21.1. The Security appointed Service Provider must provide the following documentation on or before the time stipulated by DPWI and before the commencement of contract.
 - Certified Identity copies and PSIRA certificates of all Security officers for the contract.

- Certified copies of Grade 12 /matric certificate of Security officers.
- Certified copies of firearm competency certificates of Security officers.
- Certified copies of SASSETTA training certificates of Security officers.
- Certified copies of Company and Directors PSIRA registration certificates.
- A list of all vehicles that will be used as per this contract.
- Firearm competencies issued by SAPS.
- Other security related qualifications that DPWI may request from the appointed Service Provider in writing

22. K9 DOG SERVICE

- 22.1. A Security Service Provider who supplies dogs and trained handlers must be accredited as a Security Dog Supplier and have a licence issued to them according to the Performing Animal Protection Act 24 of 1935 and amendments of 2016 by the Dept of Forestry, Fisheries and Environment.
- 22.2. The institution & dog handler must be in possession of a valid PAPA Licence.
- 22.3. Adhere to ANIMAL ACT 7 OF 1991 and be conversant with the ACT.
- 22.4. A Security Service Provider who supplies dogs and trained handlers must be accredited as a Security K9 Services Supplier and registered with PSIRA.

23. SECURITY OFFICERS DOG HANDLERS

- 23.1. The Dog Handlers can be male or female persons. **Note: Female security officers are to be posted during the day only unless as per the arrangement with DPWI management.**
- 23.2. Dog Handler must attend dog handling training at an accredited training institution.
- 23.3. He/she must be in possession of a certificate issued by PSIRA, stating the level of competency regarding dog handling.
- 23.4. Dog Handler must be medically fit, love dogs and be non-allergic to dogs.
- 23.5. Dog Handler must know how to utilize the dog during an intrusion, attack, or search of an area for possible perpetrators and to make arrest.

24. MINIMUM SPECIFICATIONS APPLICABLE TO CANINES (K9 DOGS)

- 24.1. All dogs must have positive identification (for example a tattoo or microchip).
- 24.2. All canines (DH2) to be used for patrol shall have positive identification (microchip).
- 24.3. The canines deployed to the DPWI facility may be either male or female.
- 24.4. All dogs must have a valid certificate that indicates that the dog is trained and accredited to perform the duties, issued by an accredited DH 2 instructor at an accredited DH 2 dog-training centre, with date of certification.

- 24.5. All female canines shall be spayed.
- 24.6. All canines shall be between fourteen (14) months and thirty - six (36) months of age at the time of delivery to the DPWI facility
- 24.7. The canine's height, weight and build shall be proportionate.
- 24.8. All canines shall have a skin and coat suitable to working in a harsh environment e.g. no light skin pigmentation.
- 24.9. All canines shall be free of any congenital abnormalities and shall have no physical, mental or social anomalies the canine shall be replaced by the Service Provider at no additional cost to DPWI.
- 24.10. All canines shall have no damaged and broken teeth.
- 24.11. All canines shall be free of disease, allergies and external parasites.
- 24.12. All canines shall be vaccinated, and deworming shall be up to date.
- 24.13. Canine ears shall not be cropped.
- 24.14. Canine tails shall not be docked.
- 24.15. All canines shall be made available to DPWI security, for inspection and selection purposes, before deployment.
- 24.16. The Service Provider should have a larger than required population canines available for deployment purposes.
- 24.17. All canines shall be examined by a South African Veterinary Council registered veterinarian who needs to certify that the canine is in satisfactory health.
- 24.18. This examination shall be at the cost of the Service Provider.
- 24.19. The health history which includes all veterinary records, x-rays and laboratory test results, as well as the completed vaccination record of the canine shall be provided to DPWI security upon delivery of the canine.
- 24.20. The Service Provider shall provide to DPWI security, as part of tender specifications, a full list of all aspects that will be evaluated to determine the medical history.
- 24.21. All canines shall have a sound temperament and be properly socialised in respect of obedience; travelling in vehicles and aircraft; and working in the proximity of wild animals in a bush environment.
- 24.22. All canines shall be assessed for noise phobia, with the focus on gun shyness and operational hazards such as aircraft noise and shall be able to work in these noisy environments.
- 24.23. The Service Provider shall provide a warrantee in terms of the work performance of all canines, including behavioural problems such as unpredictable aggression amongst all canines procured.

- 24.24. Should the canine develop any social or psychological problems within twelve (12) months after delivery, the Service Provider shall attempt to retrain the canine.
- 24.25. Should the canine not be retrain-able, the Service provider shall replace the animal and conduct the training of both the animal and the handler at no additional cost to DPWI
- 24.26. The dog must be suitable for the job. It must be naturally strong and have an excellent temperament and a sense of smell and hearing.
- 24.27. The dog should have an outgoing and an energetic character. It must have an excellent hearing, be able to detect suspicious sounds before the handler and alert its handler.
- 24.28. The dog must have the ability to protect his handler under any circumstances.
- 24.29. It must detect any intrusion, search for suspects and assist in arrests.
- 24.30. The dog must be medically fit and undergone obedience training such as to take sit, lie down, and climb over or underneath instructions from the Handler.
- 24.31. The dog must unquestionably obey the Handler's commands.
- 24.32. Handlers and dogs should be attending a refresher's course (one day) at least once per year.
- 24.33. Handlers to always ensure that the dog is always on a leash and in the immediate vicinity of the Handler, except if there was an intrusion or security breach, and the dog is ordered to search or to assist with an arrest.
- 24.34. The environment where dogs relieve themselves must be cleaned by Handlers on daily basis.
- 24.35. Dangers signs (dog on premise) should be displayed on the premise preferably on the outside Perimeter fence.
- 24.36. The dogs shall be kept at the Appointed service provider s premises when not on duty, if dogs are kept on site proper kennels must be provided by the supplier at no cost to DPWI and must receive proper care.
- 24.37. Security Service Providers must know that legislation is in place that makes it a criminal offence to make use of dogs and handlers who do not comply with the minimum standards as laid down by the relevant Act and Government Gazettes.

25. SECURITY OFFICERS DOG HANDLERS

- 25.1. All Dog Handlers must be registered with PSIRA and possess a minimum of Grade C registration certificate.
- 25.2. The Dog Handlers must be physically and mentally fit for the job.
- 25.3. Dog Handlers must have Grade 12, be able to read and write English, and have a minimum of 12 months experience in the security industry.
- 25.4. Dog Handlers must always be in possession of their PSIRA and Company Identity card when on duty.

26. UNIFORM

- 26.1. Wearing of uniform is compulsory and as per PSIRA requirements.
- 26.2. The Security officers must always wear uniform when posted as per this contract.
- 26.3. Uniforms must always be clean and correctly worn.
- 26.4. The winter uniform should include a warm coat, boots, gloves and beanie (woollen hat).
- 26.5. Personal Protective Equipment (PPE) must include safety shoes, rain gear and level 3 bulletproof vest.
- 26.6. Bulletproof Level III vests shall be procured, supplied and maintained by the supplier as part of its PPE scope of supply for the services.
- 26.7. All security officers must wear bulletproof vests as part of the uniform. Only DPWI shall indicate exclusions to this rule on certain sites or posts as per the site risk assessments if applicable.
- 26.8. For Hygiene and safety reasons, each security officer must be issued with his/her own bulletproof vest.
- 26.9. Personal Protective Equipment (PPE) must include safety shoes, rain gear etc.
- 26.10. The security officer must display proof of identity whilst on duty and in uniform. The Identity should be in a form of a tag or laminated plastic card and should display the photograph, Names, PSIRA individual number, Expiry date and Identity number.

27. FIREARMS

- 27.1. Only DPWI approved firearms, namely, Rifles and manual shot guns may be allowed for usage in terms of this contract.
- 27.2. Armed Security Officers must have a competency certificate for the specific firearm in possession.
- 27.3. Security Contractor is responsible for providing firearms, ammunition, firearm safes and registers as per Firearm Control Act.
- 27.4. Only Contractors' firearms licensed in the name of the Security Service Provider's name may be utilized in terms of this contract.
- 27.5. The Contractor must ensure provision of equipment/facilities for making firearms safe. A procedure to that effect should be in place.
- 27.6. Each armed Security Officer must be provided with two full ammunition magazines.

28. SHIFTS

- 28.1. A signed reviewed list of Security Officers deployed or posted in terms of this contract must be provided as and when required by DPWI.

- 28.2. The appointed service provider is responsible to ensure that every shift complement is satisfied before commencement of the shift.
- 28.3. Ensure that all its officers report for all shifts 15 minutes before the hour as to facilitate a smooth shift change over.
- 28.4. The Appointed service provider must ensure that there is proper handing over between the shifts
- 28.5. A detailed inventory of all working equipment must be updated for ease of taking over by the other representative responsible for postings and handing overs.
- 28.6. In the event that no security is required for the next shift, the security officer will not leave his/her post of duty until the supervisor or delegated person has arrived and is satisfied that all is in order.

29. EQUIPMENT

- 29.1. The appointed Service Provider must provide Security Officer with necessary equipment's to adequately perform their duties as per site Standard Operating Procedure (SOP) and /or work instructions.
- 29.2. The appointed Service Provider must ensure that the status of all equipment is constantly checked, maintained and always safe for usage and in an operational condition.
- 29.3. Any security equipment required will jointly be agreed upon by DPWL in writing as per site requirement.
- 29.4. Where Security Officers are posted, they must be provided with water, ablution facilities and shelter.
- 29.5. The following equipment's must be supplied unless otherwise stated:
 - 08 X Two way radios
 - 24 Hour appointed Service Provider 's control room
 - 08 X Torches
 - Batteries or/and chargers (with minimum of two cells)
 - 08 X Handcuffs
 - 08 X Whistle
 - 08 X Batons
 - 14 X Pocket books
 - 14 X Black and red pen
 - 08 X Pepper spray
 - Panic button and guard monitoring system

30. COMMUNICATION

- 30.1. The security officers must be equipped with a panic button and a guard monitoring system linked to the security appointed Service Provider 's control room.
- 30.2. The description and the cost for the supply of panic by Security appointed Service Provider's shall be provided.
- 30.3. Any ambiguity shall be clarified with tenderers prior to tender submission.

- 30.4. Communication between security control room and Security Officers must be adequate, reliable, and sustainable.
- 30.5. The appointed Service Provider must provide radio communication between the deployed officers and appointed Service Provider control room.
- 30.6. Cellular phones and a minimum of R50 airtime should be provided as a secondary Communication measure.
- 30.7. Under no circumstances will the appointed Service Provider 's or their personnel be allowed to use the telephones on the site for personal calls.
- 30.8. The appointed Service Provider will be responsible for any personal calls made by its staff and the appointed Service Provider as a result thereof will pay the costs incurred to DPWI.
- 30.9. Radio communication must be effectively linked between deployed Security Officers and the appointed Service Provider control room immediately and without difficulties.
- 30.10. Communication between the appointed Service Provider control room and DPWI control room must be established immediately.
- 30.11. Where the two-way radios are utilized as a means of communication, these radios must be provided.
- 30.12. The number of radios required will be determined by the operational requirements and number of specialized security officers on each shift.
- 30.13. Battery chargers must also be provided to ensure that at no time the radios are inoperable due to flat batteries. Such radios must be able to communicate with the appointed Service Provider control room 24hr where necessary.
- 30.14. Patrolling Security Officers must always have a radio to ensure effective communication.
- 30.15. Communication between Security Officers, control room, supervisors and DPWI representatives must be recorded in an occurrence book for later reference.
- 30.16. Security Officers must be supplied with clear work instructions and a radio communication procedure to ensure effective communication.
- 30.17. All contact lists must be reviewed monthly or as and when there are changes, should indicate the latest review date, be signed by the appointed Service Provider 's representative and be issued to all sites
- 30.18. All communication between the control room and sites must be properly recorded in a log, stating e.g. the time, what was communicated and action taken based on the nature of the communication
- 30.19. In the event of a security incident taking place, the Security Officer on duty must report the incident to the control room immediately and properly record the incident in the occurrence book.
- 30.20. The control room must notify the Employer representative and Site Owner of any security incident immediately.

31. SECURITY REGISTERS

- 31.1. The Security appointed Service Provider must provide pocketbooks, occurrence books, visitors and afterhours registers.
- 31.2. Occurrence book must be correctly completed by Security Officers and supervisors listing all occurrences and visits on site.
- 31.3. Visitors register to be completed daily and filed on site for future reference and pages must be numbered.
- 31.4. Full registers must be handed to DPWI to be filed for a period of 5 years.
- 31.5. Appointed Service Provider must ensure that quality registers are provided. Registers must remain bonded, with no loose pages.
- 31.6. Accurate records of all occurrences are to be kept for a minimum of 12 months post the occurrence and should be made readily available to DPWI at any time.

32. INCIDENT MANAGEMENT

- 32.1. All incidents and response to incidents must be handled according to the relevant security SOP for each site
- 32.2. All incidents and response must be immediately reported to the DPWI control room.
- 32.3. The SAPS must be contacted immediately only for criminal or suspected ongoing criminal activities.
- 32.4. Weekly status reports are to be supplied by the service provider.
- 32.5. The appointed Service Provider to ensure that all involved personnel are available for relevant court proceedings, incident investigations and assist DPWI and the SAPS in their investigations as and when required.
- 32.6. All incidents (including OHS incidents) should be reported to DPWI and a preliminary investigation report be provided within 24 hours.
- 32.7. The final incident investigation report must be provided within seven (7) days.
- 32.8. Supervisory staff of the appointed Service Provider must react to any security incident reported to their control room.
- 32.9. A preliminary report to be supplied to the Employer within 24 hours of the incident. Final detailed reports with the investigation file to be supplied to the Employer within seven (7) days.
- 32.10. If the investigation is still in progress, then a written update report to be supplied to the Employer every seven (7) days thereafter until final report is supplied.

33. SAFETY, HEALTH AND CONSTRAINTS

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- 33.1. The appointed Service Provider shall control his activities and processes in accordance with Occupational Health & Safety Act (Act 85 of 1993) and DPWI's SHEQS policies.
- 33.2. All Security Officers should receive a safety induction before they can be deployed on site.
- 33.3. Safety recommendations following an incident shall be implemented by all security service providers to prevent further reoccurrences at any of the DPWI sites, as per allocated time frames.
- 33.4. Open fires, the use of bar heaters and hotplates as heaters at DPWI sites is totally prohibited.
- 33.5. Security Officers should observe the provisions of Criminal Procedure Act (Act 51 of 1977) and all relevant legislations regarding the use of minimum force.
- 33.6. Security Officers should at all-time use the minimum force sufficient to bring the situation under control and such force shall cease as soon as the situation is brought under control.
- 33.7. No deliberate assault on suspects will be condoned.
- 33.8. Transportation of injured person (s) on vehicles not suitable for the purpose is totally prohibited.
- 33.9. The PSIRA guidelines provide for the costs associated with the transportation of security officers to be included in the overhead and profit costs.
- 33.10. In agreement with DPWI, the appointed Service Provider must provide an DPWI approved guard facility at sites where DPWI does not have guard facilities available.
- 33.11. No accommodation for guards will be provided on a DPWI site. This is the responsibility of the appointed Service Provider

34. INSPECTIONS AND SITE VISITS

- 34.1. DPWI management will carry out random inspection and evaluation visits. Similar upwards and such visits should be recorded in the Occurrence book (OB).
- 34.2. These visits must take place at all hours, not only during the day, and must be recorded in the Site Occurrence Book.
- 34.3. DPWI reserves the right to visit and conduct inspection of the appointed Service Provider 's control rooms and carry out evaluation at any random time.
- 34.4. The Security Appointed Service Provider must comply fully with legislations governing security, DPWI policies, standards and procedures.
- 34.5. DPWI reserves the right to order the removal of a security officer who has been found not to be competent or negligent in his duties.
- 34.6. Non-conformances are to be issued by DPWI should the Service Provider fail to comply with the contract terms.

40. PATROLS

- 40.1. The Security officers must conduct the patrols tactically and be constantly vigilant.
- 40.2. The Security officers must conduct patrols every hour or as prescribed from time to time by DPWI, patrols must be recorded in the Occurrence Book (OB) and suitable technology
- 40.3. Guard Monitoring System must be used to monitor the patrols from the appointed Service Provider 's control room.
- 40.4. Patrol routes and times may vary according to site requirements.
- 40.5. The Security officers must observe surroundings, monitor strategic points, report to control and record in the OB the irregularities/deviations/ incidents / suspicious activities/occurrences.
- 40.6. The appointed Service Provider 's supervisor or/and control must monitor the patrol record and report.
- 40.7. Secure scenes of crime and/or incidents, be available and provide evidential statements during investigations, and testify during DPWI enquiries/hearings and at court.

41. **ACCESS CONTROL**

- 41.1. Persons (visitors, employees and appointed Service Provider) and vehicles entering the protected premises must be recorded in the access control registers and be searched.
- 41.2. Persons or employees entering the protected premises after normal working hours, during weekends and public holidays must be recorded in the After Hours Register. **Note: non-employees (appointed Service Providers and visitors) to make prior arrangements as per SOP. This includes all pedestrian and vehicle access.**
- 41.3. The Security Officer must personally complete all the details in the after-hours register and ensure that all information is legible and accurate.
- 41.4. All persons inside the vehicle or accompanying the employee must be recorded in the register.
- 41.5. Any attempts of unauthorized access must be recorded in the OB, access must be denied, and the matter must immediately be reported to DPWI.
- 41.6. Where unauthorized access is gained, DPWI must immediately be informed.
- 41.7. All attempts of unauthorised access must immediately be reported to the appointed Service Provider 's control room, DPWI and the person responsible for the site.
- 41.8. In the event of a person being caught attempting to gain unauthorised access, the person must be detained, and DPWI must immediately be informed of the situation.
- 41.9. The assistance of the SAPS may be called upon to assist if deemed necessary.

42. **SEARCHING**

- 42.1. Persons and/or vehicles entering/exiting DPWI premises must be searched by Security Officer on duty and must be in accordance with the Criminal Procedure Act 51 of 1977 and any relevant law applicable to search.

43. **SECURITY BREACHES**

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- 43.1. A security breach means the negligent or intentional transgression or failure to comply with physical security measures. Security breaches include but not limited to fence tampering/ penetration, unauthorised access, discharge of a firearm, activation of alarm, non-compliance to security systems and systems technology, tampering with systems, accidents, injuries, damage to equipment, non-compliance with rules, procedures, directives and non-conforming behaviour.
- 43.2. Security breaches must be reported immediately in the OB, to DPWI management and control.

44. KEY CONTROL

- 44.1. Under no circumstances must Security Officers accept any keys to offices, buildings, vehicles, or any equipment.
- 44.2. The exception will be when DPWI provides a written approval for keys to be kept by the Security Officers.
- 44.3. If such approval is granted, there must be a proper key control dictated by the requirements of the protected site.
- 44.4. Should losses occur due to lack of key control or unauthorized use of keys by security officers, the appointed Service Provider will be held liable for such losses.

45. RESPONSE TO FIRE

- 45.1. When Security Officers are on duty and a fire is detected, they must immediately inform the nearest Fire Brigade, other emergency services, control room or appointed delegate (supervisor) and DPWI
- 45.2. The incident must be recorded in detail in the OB. If it appears to be an extinguishable fire, then the Security Officer must first attempt to extinguish it before calling DPWI.
- 45.3. A full detailed report is to be provided to the DPWI security/ Supervisor within 12 hours of the incident.

46. RESPONSE TO EMERGENCIES

- 46.1. An "emergency" is any incident or action that has potential to cause harm or danger, requires immediate action or evacuation of the affected area.
- 46.2. The Security Officer shall:
- Possess appropriate training in safety evacuation and emergency procedures.
 - During an emergency as instructed by the Supervisor/ Manager or/and as per site specific emergency plans assist in executing the evacuation procedures as applicable to the site; and ensure that all persons, employees, information and assets are protected.

47. TIME SHEETS

- 47.1. Daily time sheets to specify hours worked in a shift per Security Officer.
- 47.2. Time sheets for each shift must be completed based on actual time spent on duty and signed off by the appointed Service Provider 's supervisor and DPWI representative.

47.3. Time sheets approved by the Security Manager to be submitted with invoices for payments.

48. STANDARD CONDUCT

- 48.1. The appointed Service Provider shall ensure that its employees do not contravene the legislative prescripts.
- 48.2. If the service provider fails to comply or take the necessary measures to ensure that its officers comply with the legislative prescripts, DPWI shall reserve the right to implement penalties.
- 48.3. Ensure that all necessary equipment, services or material as required are kept in the condition as required by law, regulations and procedures and readily available for DPWI to inspect and tests without prior notice.
- 48.4. The inspections will be conducted in such manner so as not to interfere with the ability of the service provider to perform its functions.
- 48.5. If DPWI determine because of these inspections that the services, equipment, documents, or materials are not kept satisfactorily, DPWI shall inform the service provider in writing.
- 48.6. DPWI shall reserve the right to require the service provider to take immediate action to bring such matters into compliance and/or impose penalties in accordance with a schedule as mutually agreed upon between service provider and DPWI prior to initiation of the contract.
- 48.7. The penalties that DPWI impose include the following staff and list of deficiencies below:
 - Non-compliance to DPWI specific legislative requirements, as per schedule attached.
 - Non-provision of the full compliment.
 - Non-compliance to the acceptable turnover rate.
 - Non-performance of duties and negligence by guard
 - Staffing and associated penalties

49. OVERFILLS

- 49.1. Overfills occur when the service provider supplies too many individuals for longer periods than required, or at a higher level than defined by the schedule mutually agreed upon during the term of the contract.
- 49.2. DPWI will only pay for the services requested as per the contract Instruction.

50. SHORTFILLS

- 50.1. Short fills occur when the service provider supplies unqualified personnel.
- 50.2. DPWI reserves the right to refuse service providers personnel who deem not to be qualified.
- 50.3. No payment will be due to the service provider when there is a shortage of personnel.

51. SHORTFALLS

- 51.1. Shortfalls occur when the required services are not supplied at any post on the worksite.
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- 51.2. DPWI will only pay for time worked.
- 51.3. If a security officer arrives late for work or leaves early for any reason, the period of absence will not be paid unless the service provider fills the vacancies so created.
- 51.4. Moreover, the absence of a security officer at a designated post without a replacement constitutes a shortfall for a portion of the shift.

52. DOUBLE POSTINGS

- 52.1. Whenever it becomes necessary to assign or reassign an individual to a post for the first time, the service provider shall arrange, at its expense, to have the new individual "double bank" with an experienced employee for at least a period of two (2) days before having the inexperienced individual take over any post on his or her own.
- 52.2. The service provider will bear the associated expense for the double postings.

53. TURNOVER

- 53.1. Turnover is the number of security personnel hired to replace those leaving or dropped from the service provider's workforce.
- 53.2. The turnover rate will be expressed in terms of actual number of hired replacements.
- 53.3. Turnover will be calculated on an annual basis and a turnover rate in excess of the established rate will be considered unacceptable and may lead to penalties being imposed against the company.
- 53.4. The acceptable turnover rate is thirty percent (30%) or less of total number of personnel assigned to DPWI.

54. LENGTH OF DAILY ASSIGNMENT

- 54.1. No security person will be allowed to work more than 12 consecutive hours.
- 54.2. Only DPWI can declare an emergency and authorize the service provider to hold their security personnel beyond the 12-hour requirement. Nor shall any security officer report for duty with less than 12 hours rest from having worked a previous shift, unless such reporting is necessitated by an emergency.

55. SUBCONTRACTING AND ASSIGNMENT

- 55.1. The contract shall not be assigned or subcontracted in whole or in part, by the service provider without prior approval from DPWI.
- 55.2. Any attempted assignment or subcontracting hereunder without the prior written consent of DPWI shall be void.

56. GENERAL

- 56.1. The appointed Service Provider 's personnel must at all times refrain from littering and keep the
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grounds/ building/work area occupied by them clean, hygienic and neat.

- 56.2. Under no circumstances will any security personnel be allowed to trade on the premises.
- 56.3. The appointed Service Provider shall not erect or display any sign, printed matter, painting, nameplates, advertisement, and article or object of any nature whatsoever, in, or against the Department's buildings or sites or any part thereof without written consent.
- 56.4. The appointed Service Provider shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable.

57. SCHEDULE OF DEFICIENCIES AND PENALTIES

NO.	DEFICIENCIES	PENALTY
1.	• Cell phone having less than R50 airtime on site	• R50 per incident
2.	• The Security Officer is on duty without a contracted Global System for Mobile and communication device, contracted cell phone or communication device this is not in working condition	• R100 Per incident
3.	• Security officer not posted on duty as agreed upon. • (Short posting)	• One shift cost deduction Per incident
4.	• Possession / The use of private cell phone by Security Officer whilst on duty	• R50 Per incident
5.	• The Security Officer is on duty without a pocketbook and pen	• R50 Per incident
6.	• Pocket book/Occurrence book of a security officer is written up in advance	• R50 Per incident
7.	• Pocket book/Occurrence book not written up hourly	• R50 Per incident
8.	• The Security Officer is on duty with a lower PSIRA grading as that required for site	• R50 Per incident
9.	• The Security Officer is on duty without a PSIRA Identification card	• R50 Per incident
10.	• The Security Officer is on duty without a flashlight in working order	• R50 Per incident
11.	• The security officer is on duty without a spotlight in working order	• R50 Per incident
12.	• There is no operational base radio on site where required	• R150 Per shift
13.	• The security officer is without a hand-held radio for communication and/or is not in working order	R50 Per incident
14.	• Possession of private firearm by security officer whilst on duty	• R1500 Per incident
15.	• Vehicle not as specified/un-roadworthy /inoperable / unavailable	• R500 Per incident
16.	• Self-posting and/or no parade or inspection of a security officer	• R100 Per incident

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17.	• Late posting of a security officer/Security officers	• R100 Per incident
18.	• No visit from off-site Supervising Inspector to site	• R100 Per incident
19.	• Non-attendance on monthly meetings by managing member or director of the Appointed Service Provider	• R100 Per month
20.	• Unavailability of, and non-submission or late submission of any relevant documentation	• R100 Per incident
23	• failure to complete or keep all relevant documents up to date	• R100 Per incident
24	• Failure to hand in or late submission of feedback report on the occurrence of an Incident (within 24 hours of incident)	• R100 Per incident
25	• Security Officer Sleeping on duty	• R200 Per incident
26	• Security under the influence of alcohol/drugs	• R200 Per incident
27	• Security officers absent from duty/no security officer deployed	• Total cost per guard as quoted
28	• Failure by security officer to carry out a lawful instruction (Insubordination)	• R200 Per incident
29	• Negligence of duties/Failure to work according to procedures and a security breach occurred	• Total loss incurred Per incident
30	• Failure to wear/have a complete uniform/PPE while on duty	• R100 Per incident
31	• A security officer (required to carry a firearm) is on duty without a SABS approved bulletproof vest	• R500 Per incident
32	• A security officer (required to carry a firearm) is on duty without a serviceable firearm or has a firearm without appropriate ammunition	• R500 Per incident
33	• Possession of private firearm by security officer whilst on duty	• R1500 Per incident
34	• K9 doghouse not neatly kept and/or no water, dogfood and medical care for the dog	• R500 Per incident
35	• K9 not as specified or described	• R500 Per incident

58. TERMINATION OF SERVICE

- 58.1. The stipulations of the State Tender Board's General Conditions and procedures (ST36) apply in particular to cases of any failure to comply with any of the conditions of contract, or where an unsatisfactory service is rendered.
- 58.2. The contract will be terminated immediately would the appointed Service Provider no longer qualify as Security Officer in terms of the Security Officers Act, 198 (Act 92 of 1987).

- 58.3. The appointed Service Provider must notify the State immediately should he or any member of his Security personnel no longer meet the qualifications or conditions of the Security Officers Act, 1987 (Act 92 of 1987)
- 58.4. The appointed Service Provider must immediately remove from the site and replace any of his employees who no longer qualify as security officer in terms of the Security Officers Act, 1987 (Act 92 of 1987)
- 58.5. The contract will be terminated if service delivery is not in accordance with the conditions of contract.
- 58.6. Contract will be terminated should it be found that the company use the Unregistered, unfit and incompetent security personnel.
- 58.7. The Contract will be terminated immediately if the department suffered a loss or damages to the property because of the appointed Service Provider's negligence.
- 58.8. The Contract can be terminated by either party by giving a notice of at least ONE month, should any other circumstance arise that lead to termination of services other than the circumstances listed above.

N/B: This is a one month fixed contract and request for statutory increase outside this tendered price will not be accepted.

59. PRO-RATA DECREASE OF PAYMENT.

- 59.1. If at any time the service is not rendered in accordance with the conditions of contract or the specification (for example number of guards are incomplete), and the right is reserved to adjust payment pro-rata.
- 59.2. Leaving the site unmanned is regarded as serious breach of contract and tough measures will be taken against the contractor

I.....in my capacity as

of.....Security Services fully understand and agree with the conditions of the

contract and therefore have no objection in signing the contract, which is binding.

NAME.....SIGNATUREDATE.....

SIGNATURE OF DPWI SECURITY MANAGER..... DATE.....