



## SPECIFICATION LIST:

PROJECT:

T02/25 Guards

Provide security guards for a period of 1 year (with the option to renew for an additional year) on all sites

VENUE:

Kroonstad Campus, Mphohadi campus, Sasolburg Campuses, Lentehoff and Derkson Hostels, Sasolburg Sports Fields, Central Office

Delivery date:

1 yr contract

- ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
- OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID
- IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE SPECIFICATION LIST MUST BE SUBMITTED FOR EACH DELIVERY POINT
- If the offer does not comply with the specifications, clearly indicate deviations

	ITEM DESCRIPTION:	Qty	Description	Please circle YES or NO to indicate whether the tenderer can comply		TOTAL PRICE IN RSA CURRENCY *(all applicable taxes incl)
<b>A</b>	<b>SECURITY OFFICERS must</b>					
1	Practice Access Control procedures in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985) and the FMTVET College on Access Control;			YES	NO	
2	The Security Officers shall be responsible for the protection of FMTVET College property on the site and the protection of the said property against theft, fire and vandalism;			YES	NO	
3	The protection of the state's officials against any injuries and threat of any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act (Act 51 of 1977);			YES	NO	
4	Protect FMTVET College information against any espionage or leaking to unauthorized individuals;			YES	NO	
5	Control or report on the movement of persons or vehicles through checkpoints or gates;			YES	NO	
6	Patrol the premises and the offices of the FMTVET College;			YES	NO	
7	React to emergency situations;			YES	NO	
8	Ensure that security registers are kept neat and up to date at all times;			YES	NO	
				YES	NO	

<b>B SUPERVISOR must</b>					
1	Take overall responsibility of the shift;			YES	NO
2	Ensure that Security Officers are posted accordingly;			YES	NO
3	Ensure that the site is covered and if not report to the control room immediately;			YES	NO
4	Report any security breaches to the FMTVET College representative;			YES	NO
5	Ensure that security personnel present themselves well to the staff members and to the public;			YES	NO
6	Draft shift roster for the site;			YES	NO
7	Ensure that security registers are kept neat and up to date at all times; send copies to FMTVET College representative on or before the 05th monthly			YES	NO
8	Ensure that security equipment is in good condition;			YES	NO
	Act as an emergency officer during emergency situations until the arrival of FMTVET College Officials.			YES	NO
<b>C Manager must</b>					
1	Oversee all security activities performed by his/her security personnel;			YES	NO
2	Handle all security related problems experienced by FMTVET College on site;			YES	NO
3	Attend to all problems regarding remuneration, training requirements, family problems of Security Officers;			YES	NO
4	Ensure that all security equipment required on site e.g. two-way radio, etc. is available;			YES	NO
5	Be involved in any security operational projects and manage / oversee special events from the FMTVET College's perspective;			YES	NO
6	Advise the FMTVET College's representative on any security breaches;			YES	NO
7	Investigate any security breaches and update the FMTVET College accordingly;			YES	NO
8	Make initiatives to the improvement of security in general;			YES	NO

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9	Liaise with FMTVET College official responsible for guarding services and where applicable, with Senior Security Officer on duty;			YES	NO	
10	Ensure that Security Officers understand how to handle an emergency situation;			YES	NO	
11	Ensure that registers are clean, neat and up to date at all times;			YES	NO	
12	Ensure that Security Officers are always in uniform and display their PSIRA registration cards or access cards;			YES	NO	
13	Hold meetings: •Weekly with his/her supervisors; •Monthly and quarterly meetings with the FMTVET College representatives through the relevant committee			YES	NO	
14	Ensure that all Security Officers understand the needs and expectations of the secondary clients (e.g. visitors) and primary clients (e.g. employees);			YES	NO	
15	Ensure that all Security Officers understand the principles of Batho Pele and apply them in their work.			YES	NO	

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THE CONTRACTOR MUST ENSURE THAT						
The following guards are on site:						
<b>D Sasolburg Area: Sasolburg Campus (Business studies and Engineering Studies), Sasolburg Campus Sports fields and Central Office</b>						
1	Sasolburg Engineering studies campus, during the day, 6am - 6pm	3	Grade D	YES	NO	p/m
2	Sasolburg Engineering studies campus, during the night, 6pm - 6am	2	Grade D	YES	NO	p/m
3	Sasolburg Business studies campus, during the day, 6am - 6pm	3	Grade D	YES	NO	p/m
4	Sasolburg Business studies campus, during the night 6 pm - 6 am	2	Grade D	YES	NO	p/m
5	Central Office, during the day, 6am - 6pm	1	Grade D	YES	NO	p/m
6	Supervisor	1	Grade C	YES	NO	p/m
<b>E Kroonstad Area: Kroonstad Campus, Mphohadi Campus, Derksen Hostel and Lentehoff Hostel</b>						
1	Kroonstad campus, during the day, 6am - 6pm	2	Grade D	YES	NO	p/m
2	Kroonstad campus, during the night, 6am - 6pm	2	Grade D	YES	NO	p/m
3	Mphohadi, campus, during the day, 6am - 6pm	2	Grade D	YES	NO	p/m
4	Mphohadi, campus, during the night, 6am - 6pm	2	Grade D	YES	NO	p/m
5	Lentehof hostel, during the day, 6am - 6pm	1	Grade D	YES	NO	p/m
6	Lentehof hostel, during the night, 6am - 6pm	1	Grade D	YES	NO	p/m
7	Derksen hostel, during the night, 6pm - 6am	1	Grade D	YES	NO	p/m
8	Derksen hostel, during the day, 6am - 6pm	1	Grade D	YES	NO	p/m
9	Supervisor	1	Grade C	YES	NO	p/m

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F	Additional Deliverables								
1	Staff is always introduced to campus management and that all staff wears identifiable, appropriate corporate wear and name tags.			YES		NO			
2	New staff should be suitably orientated before they start working at the college			YES		NO			
3	Inspections are done daily and at night time (on unscheduled times) by the supervisor			YES		NO			
4	Supervisor is locally situated			YES		NO			
5	Supervisor will ensure punctual shift changes			YES		NO			
6	Supervisor must ensure that there are no visitors in the guard houses			YES		NO			
7	Job descriptions are handed to every security officer and that they are kept on-site			YES		NO			
8	Adequate communication devices are used, preferably two-way radios.			YES		NO			
9	Monthly meetings must take place between supervisor and college security representative to give feedback on incidents, discuss problems and advise on monthly payments			YES		NO			
10	The necessary public liability coverage of R5 000 000.00 is obtained vs the college assets			YES		NO			
11	The bidder must submit a recent SAPS Criminal Record Centre clearance certificate (at his/her own expense) to FMTVET College Security Representative, in respect of all personnel he/she supplies to render the service, within fourteen (14) days after commencement of the SLA / service.			YES		NO			
12	Security officers must carry pepper spray, radio, handcuffs and baton at all times			YES		NO			
13	Security Supervisor and Manager of the company should be part of monthly College Security Committee meeting			YES		NO			
14	Unscheduled monitoring by College security representative will be conducted			YES		NO			
15	Submit proof of registration with Private Security Industrial Regulating Authority (PSIRA)			YES		NO			
16	Reports are presented to the Security Committee on a monthly basis			YES		NO			

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17	Must have a well-established and equipped twenty-four (24) hour security control room. The control room must be accessible during emergency situations.			YES	NO	
18	Must allocate a Manager within its establishment who will be reachable on a twenty-four (24) hours basis.			YES	NO	
19	Must pay his/her employees at least the minimum monthly basic wage, as prescribed by the law (Order for the Security Services Trade (Government Gazette 20933 dated 25 February 2000) and the Sectoral Determination Act. The wages must be in line with the grades which the security officers have acquired at the time of deployment.			YES	NO	
20	All possible steps shall be taken by the bidder to ensure that the contract execution of this agreement will take place. These steps include, inter alia, the following: a) The protection of FMTVET COLLEGE officials from injury, death or any other offences, including offences referred to in Schedule 1 of the Criminal Procedure Act , 1977 (Act 51 of 1977). b) The protection of FMTVET COLLEGE property against damage, vandalism, or theft; c) The protection of information; and Ensure that there is no interruption of FMTVET COLLEGE business activities.			YES	NO	
21	The protection of FMTVET COLLEGE property against damage, vandalism, or theft; The protection of information; and Ensure that there is no interruption of FMTVET COLLEGE business activities.			YES	NO	
22	All personnel of the company shall sign a "Declaration of Secrecy" upon commencement of the contract.			YES	NO	
23	The Supervisors and Security Officers must be physically healthy and medically fit to execute their duties			YES	NO	
24	FMTVET COLLEGE reserves the right to ascertain from PSIRA as to whether the Site Manager, Supervisors and Security Officers are in good standing with the PSIRA. d) The protection of FMTVET COLLEGE property against damage, vandalism, or theft; e) The protection of information; and Ensure that there is no interruption of FMTVET COLLEGE business activities.			YES	NO	
25	No security personnel may be allowed to work a shift longer than twelve (12) hours.			YES	NO	

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26	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 a FMTVET College representative.¶			YES	NO	
27	Security personnel must not accept/receive any deliveries for FMTVET College staff, unless pre- arrangement has been made. Should the delivery be urgent or a sensitive/valuable article this must be referred to the FMTVET College representative.			YES	NO	
28	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 bidder, the parties must come to an agreement on methods or contingency plan to ensure continuation of the security service.			YES	NO	
29	A thorough inspection of the service shall be performed by FMTVET College representative as well as the bidder himself/herself at least every three (3) months.			YES	NO	
30	FMTVET College reserves the right to inspect the service rendered by the bidder at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.			YES	NO	
31	FMTVET College reserves the right to request replacement of any of the bidder's employees, should justifiable reasons exist, in which case the employee must leave the site forthwith. FMTVET College will not be held responsible for any damage or claim which may arise because of this and is indemnified against any such claims and legal expenses.			YES	NO	
32	The FMTVET College's representative will have the right to check daily whether sufficient personnel are available at the site in terms of the conditions.			YES	NO	
33	Under no circumstances will any security personnel be allowed to trade on the premises.¶			YES	NO	

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34	The bidder shall not erect or display any sign, printed matter, painting, name plates, advertisement and article or object of any nature whatsoever, in or against the FMTVET College's buildings or any part thereof without written consent. The bidder shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable.			YES	NO	
35	A direct line of communication must be established between the security control room and the control room of the bidder.			YES	NO	

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<b>G</b>	<b>The following equipment must be on site:</b>						
1	Hand cuff / person	1		YES	NO		
2	Baton / person	1		YES	NO		
3	Two way radios at each campus / person (guard)	2		YES	NO		
4	Torch - on site	3		YES	NO		
5	Visitors and vehicle registers - on site	1		YES	NO		
6	Occurrence book - on site	1		YES	NO		
7	Batteries - on site	1		YES	NO		
8	Charger - on site	2		YES	NO		
9	Pepper spray / person	1		YES	NO		
10	At least one guard per shift must be a certified first aider	1		YES	NO		
11	At least one guard per shift must be a certified fire fighter	1		YES	NO		
						<b>AMOUNT</b>	<b>p/m</b>
						<b>VAT:</b>	
						<b>GRAND TOTAL</b>	<b>p/m</b>

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