

	Department: Supply Chain Management	Form Number: CA 183-541
	REQUEST FOR QUOTES (RFQ)	

DESCRIPTION OF GOODS/ SERVICE REQUIRED	Security Services for ICAD 2025
INTERNATIONAL CIVIL AVIATION DAY 2025: MARGATE AIRPORT	
05-06 December 2025	
ITEM/ SERVICE: Security Officers	QUANTITY
To engage a qualified and licensed security service provider to ensure the safety of all event attendees, staff, assets, and infrastructure, and to maintain order throughout the event period.	
Day 1 (05/12/2025) Two grade B supervisors (VOC members)	2
Day 1 (05/12/2025) 10 grade C Officers (Deployees in all operational area)	10
Day 2 (06/12/2025) Two grade B supervisors (VOC members)	2
Day 2 (05/12/2025) 10 grade C Officers (Deployees in all operational area)	10
Pre-Event Phase Participate in pre-event safety and security briefing Conduct site reconnaissance and risk assessment Prepare a Security Deployment Plan (with duty roster, map, and contact list) Inspect venue access points, fencing, gates, and lighting During Event Control entry and exit of persons, vehicles, and materials Enforce accreditation/badge access systems Monitor crowd flow and prevent unauthorized entry Manage lost-and-found and report suspicious activities Support emergency evacuation procedures Provide communication support with event control centre Post-Event Supervise orderly dispersal of attendees Secure equipment during load-out Submit incident reports and a post-event summary report	
Operational Requirements - Maintain 24-hour coverage if required during setup or dismantling	
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• Security personnel must be alert, sober, and professional always • Maintain constant communication with event management team • Always provide a team leader or supervisor onsite • Uniform: Clean, standardized company uniform with ID badges • Security Plan	
GENERAL/ COMMENTS: A valid PSIRA Registration, Valid Officers registration with PSIRA, Portable Radios.	