

**SECTION 2.1: SPECIFICATIONS**

Bidders are invited to submit tenders to render **security services** for the next 3 budgetary years starting 1 July 2022 and ending 30 June 2025. The tender amounts for the services to be rendered must be indicated in the summary hereafter for December 2022. The dates there-after for 2023 and 2024 will be for the same **number of days and number of employees** but the time frames will be communicated 90 days in advance for the December holiday periods. Please note that no additional amounts will be paid on public holidays and Sundays during the December and January Holiday periods, other than the tender amount per day provided for in the sheet below, therefore please consider the number of Sundays and public holidays over these periods and make provision to comply with the conditions of the labour act with regards to remuneration on Sundays and Public Holidays.

**The period of the contract is for the December /January school holiday seasons in the Western Cape Province, but Hessequa Municipality can decide to use the successful bidders for Easter Weekend as well as for the Preekstoel week as well.**

The following information is very important:

Blue flag beach	Working hours (Shift)	Guards required per Shift
Gouritsmond	08:30 – 18:00	2
Witsand	08:30 – 18:00	2
Lappiesbaai	08:30 – 18:00	3
Preekstoel	08:30 – 18:00	2
Still Bay west	08:30 – 18:00	2
Jongensfontein	08:30 – 18:00	2

Swimming pools	Working hours (Shift)	Guards required per Shift
Heidelberg	09:00 – 18:00	1
De Mist (Riversdale)	09:00 – 18:00	1

**Security services**

A) **Duties and Responsibilities of the Safety Guards are described below:**

Specifications	Comply Yes/No	Page to reference
1. Control the movement of all vehicles (parking areas) and persons at the swimming pools and blue flag beaches.		
2. Ensure that persons have legal permits to allow them to enter the swimming pool.		
3. Report all irregularities immediately to the Municipal office.		
4. Ensure that the visitors without the necessary permits did not enter the swimming pool area.		
5. Attend to access related complaints.		
6. Attend to complaints with regards to loud music at the swimming pool or blue flag		

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beach areas.		
7. Attend to noise, dog and alcohol related complaints.		
8. Attend to prohibited vehicles or camping related complaints on the blue flag beaches.		
9. The Security at blue flag beaches is fully responsible to enforce law and order and all relevant rules must be comply with. (See attached Annexure A the regulations regarding public facilities).		
10. The Security at blue flag beaches and swimming pools must communicate directly in a respectful manner to the public when transgressing the beaches and swimming pool rules.		

**B) In the absence of the Municipal Official**

<b>Specifications</b>	<b>Comply Yes/No</b>	<b>Page to reference</b>
1. Explains all swimming pool rules and blue flag requirements to all visitors and make sure the visitor adhere to all the rules. (Rules will be made available and discussed to the successful bidder).		
2. Report any irregularities or emergencies immediately to the Specialist: Solid Waste, Public Facilities and Amenities or who is the designated contact person.		
3. Resolve all access related complaints and if the complaint is of such a nature that it requires further attention or cannot immediately be resolved, it should immediately be reported to the Specialist: Solid Waste, Public Facilities and Amenities or his delegated official. Record complaints in a register.		
4. The guard must always while on duty be available on his private cellphone with his own airtime where he can be reached, and the guard must make contact with Specialist: Solid Waste, Public Facilities and Amenities or his delegated official in case of an emergency.		
5. Any other reasonable task related to your functions.		

**C) General**

	<b>Comply Yes/No</b>	<b>Page to reference</b>
1. The bidder will be paid 40% of the total tender amount for the period December 2022 on the 22 <sup>nd</sup> of December 2022 and 60% of the total tender amount will be paid on the 13 <sup>th</sup> of January 2023. Please ensure that the invoices reach the Specialist: Solid Waste, Public Facilities and Amenities or his delegated official 5 working days before the above-mentioned payment dates.		
2. The payment dates for the other periods will be communicated by the Specialist: Solid Waste, Public Facilities and Amenities or his delegated official to the successful bidder 30 days before the commencement date of that working period.		
3. The bidder must ensure that the total number of guards as required in terms of the tender document is at the relevant check in point and signs the attendance register which must always be available at the swimming pool or blue flag beach.		
4. The bidder is responsible for the transportation of the guards at his/her own cost and the total cost as indicated on the tender must include transportation cost.		
5. Should the Specialist: Solid Waste, Public Facilities and Amenities receives any complaint regarding the personnel of the bidder not performing their duties in terms of this tender the bidder must contact the Specialist: Solid Waste, Public Facilities and Amenities or his delegated official within 1 hour of the time the bidder is contacted by Municipal Officer.		
6. Municipal personnel will be allocated to oversee/inspect the work of the bidder's personnel and should the bidders' personnel not perform their duties as required in terms of the tender document the Specialist: Solid Waste, Public Facilities and Amenities or his delegated official will be notified, and the bidder will be requested to rectify the situation immediately.		
7. The bidder is fully responsible for accommodation of personnel, where applicable.		
8. The bidder, when submitting his tender, must take into consideration his resources and ability to deliver the service at the various locations that he submits a tender for so that he/she is able to effectively monitor and oversee the work as stipulated in this tender document.		
9. It is not required that the guards be registered at PSIRA.		

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D) Other important matters:

Specifications	Comply Yes/No	Page to reference
1. The bidder personal must be willing to work on all weekends and public holidays and must be always sober when on duty.		
2. Only residents who permanently reside in Hessequa Municipal area must be used as security guards.		
3. The bidder is fully responsible for the behaviour and performance of the personnel.		
4. The bidder is fully responsible, or the wages of his personnel and the Municipality will not enter into conversations or negotiations or work-related matters with the bidder personnel. The bidder must bring this under the attention of his personnel.		
5. The bidder is fully responsible and accountable for the health and safety of his or her personnel on duty according to the Health and safety regulations		
6. The Hessequa Municipality will not be held responsible or accountable for any injury, harm or losses by any worker of the bidder, the bidder personnel or any other personnel whatsoever.		

E) Penalty fee

*A penalty fee of R500.00 will be levied if any of the following scenarios should present itself:*

Specifications	Comply Yes/No	Page to reference
1. If the number of personnel as required into the specifications are not present at the Swimming pool or Blue flag beach, a penalty of R500.00 per person will be levied.		
2. If a written warning is issued regarding poor service delivery. <b>A written warning will also be issued to the bidder and the bidder still does not comply with the specifications as set out in the tender, the Municipality may cancel the bid without payment.</b>		

**F) The succesful bidder must also supply the following items at his/her own expence:**

Specifications	Comply Yes/No	Page to reference
1. All clothing and all other safety items that are required by Law and by the guards to effectively perform the guard duties. This includes bibs, name tags for identification purposes and cell phones. The guards must always be available on their cell phones and must have enough airtime to make a call when necessary, to report incidents or emergencies.		

**G) Termination of the tender / contract:**

Specifications	Comply yes/no	Page to reference
The tender will be cancelled if 2 written warnings is issued during one continues working period. If the tender gets cancelled the bidder will only get paid up to the last day on which the service was rendered. (See paragraph E 2.)		

**Failure to adhere to the beforementioned may result in your tender being declared non-responsive.**

DECLARATION,

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE: .....

NAME: .....

CAPACITY: .....DATE: .....

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