

<b>Subject</b>	<b>Specifications</b>
<b>Project Name</b>	<b>Appointment of Guarding Services at Rustenburg Post Office and Vacant Postbank Building in Bloemfontein.</b>
<b>Reference</b>	<b>RFQ</b>



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## 1. Background & Objective of Bid

South African Post Office Limited requires a service provider/s to provide a guarding solution at the Rustenburg Post Office and the vacant Postbank Building in Bloemfontein.

The duration of this contract is for **5 months as from February 2024**.

## 2. Objective of bid

To appoint a guarding company for guarding at the Rustenburg Post Office and the vacant Postbank Building in Bloemfontein.

## 3. Scope of work

The service provider shall achieve the following deliverables, each of which is a specific deliverable required by SAPO without limitation to the services or any related obligation, activity or responsibility described in this Scope of Work or the Contract:

3.1 To provide a guarding service with Grade C levels. The service must be rendered **Night shift, 7 days per week** at Rustenburg Post Office, which should include a **Day Shift** service over **weekends and public** holidays as well as, **Day and Night shift, 7 days per week** at the vacant Postbank Building in Bloemfontein

The security company must be PSIRA registered and provide PSIRA registered and accredited armed and unarmed guard.

3.2 To safeguard SAPO assets, employees, customers and service providers.

3.3 To control access into the premises and building during the day.

3.4 Security officers to have a form of communication possibly a radio or a cellphone.

3.5 To provide detailed reports to SAPO, Security and Investigations office of any incident or service irregularity within a 24 hour turnaround of the incident occurring. This does not however stop the security company from informing Security and Investigations immediately when a service irregularity or an incident occurs.

## 4. Requirements

4.1 The implementation of physical security, access control and other security measures, aimed at preventing and or deterring crime. Identified risks and threats to the Rustenburg Post Office and the vacant Postbank Building in Bloemfontein and in so doing, safeguard SAPO assets, employees, customers and suppliers.

- 4.2 Reporting and documenting any damage, loss or incident of any nature within 48 hours of deployment, to the respective SAPO Regional Manager/ contact person.
- 4.3 Identify cause and prevent injury or death to any person within the deployment point/s.
- 4.4 Occurrence Book/s (OB) must be maintained at deployment point/s.
- 4.5 Respond to and report any irregularities, unsafe acts and unsafe conditions.
- 4.6 Regular patrolling of deployment point/s in order to enforce and maintain law and order and to prevent /detect damage, destruction, sabotage, vandalism, theft and assault.
- 4.7 Guards are to be visited three times per shift on a four hourly basis.
- 4.8 Have local SAPS telephone number at their disposal.
- 4.9 Report any suspicious people to your Supervisor, Branch Manager and Security and Investigation personnel.
- 4.10 Implement physical and procedural measures, aimed at preventing identified risks and threats to the branches.

## **5. Resource Requirements**

SAPO will contract with the successful bidder based on the (estimated) resources and the total price per grade. Bidders will submit their services rates per hour which must also be quantified in a monthly and annual rate, as per Annexure A.

The number of guarding resources indicated in the bid is but an estimate, the required resource could increase or decrease during the bidding process, at the contractual stage and during the course of the **five month** contract term.

## **6. Uniform and Equipment Requirements**

All guards deployed to SAPO premises must be dressed according to the following dress code.

### 6.1 Uniform

All guards deployed to the service areas must be dressed and equipped appropriately. Retail and Support sites - formal (collar, tie & step in / lace up shoes):

- Rain Suit
- Handcuffs
- Hand held metal detector
- Reflector jacket

- Baton
- Torch
- Pocket book and pen
- Occurrence book
- Hand held radio incorporating a panic facility and guard tracking capability
- Cell phone
- Firearm Competency certificate

**NOTE:** The costing of radios, firearms and uniform is to be costed into the prices as reflected in Annexure A.

6.2 The following operational penalties / liabilities will apply in the event of, but not limited to the following:

▪ Late Posting	R200.00
▪ Incomplete Uniform	R100.00
▪ Short Posting	R200.00
▪ No OB or incomplete	R50.00
▪ No or insufficient site visits	R50.00
▪ Guards posted without firearms (Where required)	R200.00