

Annexure A (Scope of Work)

APPOINTMENT OF SERVICE PROVIDER FOR MANNED/ PHYSICAL GUARDING AT A REFINERY DESIGNATED AS A NATIONAL KEY POINT FOR THREE (3) YEARS

1 INTRODUCTION

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Minerals and Petroleum Resources (DMPR). For more information on the company, you can visit our current website: www.cefgroup.co.za

The refinery is situated at: 1 Refinery Road, Isipingo, Prospection, Durban.

2 BACKGROUND AND OVERVIEW

SANPC Refinery Overview

The SANPC Refinery, owned by the Central Energy Fund (CEF), is a critical infrastructure facility pivotal to the national energy supply chain. Given its strategic importance, the refinery has been designated as a National Key Point, which underscores its significance in maintaining national security and economic stability.

The refinery is designated as a National Key Point (NKP) due to its critical role in national energy security and economic stability. As such, stringent security measures are required to ensure the protection of personnel, assets, and operations from unauthorized access, threats, and potential security breaches.

This bid aims to appoint a competent and accredited security service provider to supply manned/physical guarding services for a period of three (3) years. The selected service provider will be responsible for ensuring 24/7 security coverage, implementing access control measures, and responding to security incidents in compliance with all legal and regulatory requirements.

3 SCOPE OF WORK

The appointed service provider will be responsible for:

3.1. Physical Guarding

Deployment of armed and unarmed security officers at key strategic locations within the refinery.

Regular patrolling of perimeter fences, entry/exit points, and critical infrastructure.

Prevention of unauthorized access and intrusion detection.

Crowd control and enforcement of security protocols during emergencies.

3.2. Access Control and Screening

Strict access control to prevent unauthorized entry.

Conducting security screening and searches of persons, vehicles, and equipment.

Issuing and managing visitor and contractor permits.

Monitoring entry and exit logs for compliance with refinery security policies.

3.3. Emergency Response and Incident Management

Immediate response to security breaches, threats, and alarms.

Coordination with law enforcement and emergency response teams when required.

Reporting and documenting all security-related incidents.

3.4. Compliance with the National Key Point Act and Regulations

Ensuring adherence to the National Key Point Act, 1980 (Act No. 102 of 1980).

Implementing strict compliance with Occupational Health and Safety (OHS) and Environmental Regulations.

Conducting regular security risk assessments and audits.

4 REQUIREMENTS

CEF SOC Ltd invites bids from suitable service providers for manned/physical security and the bidding service provider must meet the following requirements:

4.1 Be registered with the Private Security Industry Regulatory Authority (PSIRA).

4.2 Have at least 5 years of experience in providing security services at high-risk installations.

4.3 Demonstrate capability in National Key Point security management.

4.4 Provide evidence of qualified and vetted security personnel, including armed response teams.

Possess the required licenses and permits for the use of firearms (where applicable).

4.5 Show a track record of incident management and emergency response.

5 The winning bidder will be required to perform the following:

- 5.1 Deploy adequately trained security personnel in line with the contract specifications.
- 5.2 Maintain a 24/7 security presence with appropriate rotations and relief staff.
- 5.3 Implement a digital reporting system for incident logging and performance monitoring.
- 5.4 Submit monthly security reports, including risk assessments and recommendations.
- 5.5 Participate in security drills, audits, and compliance inspections.
- 5.6 Ensure all deployed security personnel undergo continuous training and skill development.
- 5.7 Provide security-related technology and equipment to enhance operational efficiency.

6 The proposal must include:

Interested bidders must submit a detailed proposal that includes:

- 6.1 Company profile, including relevant experience and references.
- 6.2 Detailed security plan, outlining strategies for physical guarding, and emergency response.
- 6.3 List of personnel, qualifications, and security clearance documentation.
- 6.4 Compliance certificates, including PSIRA registration, firearm licenses (if applicable), and NKP compliance documents.
- 6.5 Proposed pricing structure, including hourly rates, equipment costs, and any additional charges.
- 6.6 Risk mitigation plan addressing potential security threats at the refinery.
- 6.7 Service Level Agreement (SLA) proposal, including key performance indicators (KPIs).