

## **SCOPE OF WORK – SECURITY SERVICES**

### **Minimum requirements to be met by the supplier/bidder**

- National footprint
- National control room
- Trained riot reaction unit
- Trained armed reaction units

The scope of work is as follows:

- Physical Security at Salvokop and Harmony Bus Depots (Access control – Staff, third parties, vehicles, assets).
  - Crime Prevention.
  - Asset protection (Busses and Facilities).
- Perimeter control
- Substance Abuse testing (Breathalyser Testing)
  - Searching / scanning of vehicles / visitors and staff entering and exiting depots

### **Physical Security for Salvokop and Harmony Depot:**

Perimeter security, access control, alarms (intruder detection), surveillance, physical security requirements, and asset protection;

Analyse crime statistics and trends to inform Autopax on measures to be taken to reduce the security threats at the depot.

Prevent crime at Harmony and Salvokop Depots;

Respond to and report incidents;

Provide first class customer service to any visitors and clients coming onto Depot premises.

Arrest and hand over criminal perpetrators to SAPS.

Protect Autopax assets and information and check credentials of people and vehicles entering and leaving Autopax premises.

Maintain order and protect Autopax customers, staff, and property.

Conduct security checks over a specified area.

Utilising technology solutions to reduce crime incidents, asset losses and interruption of ~~sales~~ – Electronic monitoring of entrance and exit gate and perimeter.

Conduct regular patrols to ensure protection of Autopax assets from theft and damage (Clocking points).

Firearms handling and securing thereof.

Armed response reaction to emergencies.

Surveillance and patrol.

Substance Abuse Testing using Alco-blow Breathalyzer Machine (Alco-blow Torch and Lion 600 -Printing Machine)

### **Insurance**

Security company will be held liable for any loss to Autopax because of non-performance or negligence by any of the employees

Supplier/Bidder to submit proof of insurances

## **Guards**

AUTOPAX will primarily utilize Grade C Armed and Unarmed Security officials **(provide PSIRA certification for the guards)**, other categories of Security officials may be required as informed by the security risks and threats including sites where National Key Point (NKP) standards may be implemented and where other specified grades may be required.

Guards per shifts 8 (Day and Night)

CCTV/CAMERAS ADSL

Guard tracking /monitoring system

Batons

Torches

Handcuffs or Handcuff Keys

Two-way radio – Communication by guards to service suppliers control room.

Proper filing

OB

Panic buttons

Alco-Blow Testing Certificate (Alco-Blow Torch and Lion 600)

**The following respective penalties shall apply to the Sites for non-compliance of the obligations of the Contractor in terms of the Agreement:**

ITEM	PENALTY
The security officer is on duty without a pocketbook and pen	R75
Pocket book of security officer written up in advance	R75
Pocket book not written un hourly	R50
Security officer is on duty without an identity disc	R75

The security officer is on duty without any instrument to determine time or such instrument is not in working condition R75

The security officer is on duty without a flashlight in working order R75

The security officer is on duty without a spotlight in working order, when patrol. R75

There is no operational base radio on Site where required R75

The security officer is without a hand-held radio for communication and/or this not in working order. R75

A security officer is on duty without a SABS approved bullet-proof vest (where required as per SRTVA) R750

Guard tracking /monitoring system inoperable R350

Self-posting and/or no parade or inspection of security officer R350

Self-posting and/or no parade or inspection of a security officer	R350
Late posting of a security officer	
Late submission or non-submission of vet report	R350
Late submission or non-submission of BBBEE report.	R350
Late submission or non-submission of progress report	R350
	R75
Non-attendance of weekly meeting by the contractor	R1000
Non-attendance of monthly meeting by managing member or director of the Contractor	R1000
Unavailability of, and non-submission or late submission of any relevant documentation, sheets or failure to complete or keep all relevant documents up to date	R1000
	R150
Late submission or non-submission of Health & Safety minutes	

Security officer sleeping on duty	R500
Security officer under the influence of alcohol/drugs	R500
Security officer absent from duty/no security officer deployed	R500
Uniform	R 500
Reflector Jacket	R 75
Rain Suites (Will be assessed when it rains)	R 350
Handcuffs or handcuff keys	R 75
Baton	R 75
Whistle	R 75
Armed Security Officer not in possession of COC for business purposes to carry firearm	R 750