

**SECTION 2.1: SPECIFICATIONS**

Bidders are invited to submit tenders to render gate guard services for the next 3 budgetary years. 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.

**Gate guard and security services****SECTION A: DECEMBER / JANUARY HOLIDAYS**

CAMP	DATES	SHIFTS	NUMBER OF PERSONS PER SHIFT
Jongensfontein (30 Days)	12/12/2022	06:00-14:00	1 Gate Guard
	TO	14:00-22:00	1Gate Guard
	10/01/2023		
Ellensrust (30 Days)	12/12/2022	06:00-14:00	1 Gate Guard
	TO	14:00-22:00	1Gate Guard
	10/01/2023		
Preekstoel (20 Days)	16/12/2022	06:00-14:00	2 Gate Guards
	TO	14:00-22:00	2 Gate Guards
	04/01/2023	22:00-06:00	2 Gate Guards
Gouritsmond (28 Days)	14/12/2022	06:00-14:00	1 Gate Guard
	TO	14:00-22:00	1 Gate Guard
	10/01/2023		
Witsand (28 Days)	14/12/2022	06:00-14:00	2 Gate Guard
	TO	14:00-22:00	2 Gate Guard
	10/01/2023		

Duties and Responsibilities of the guards are described below:

Specifications	Comply Yes/No	Page to reference
1. Control the movement of all vehicles in and out of the resort.		
2. Ensure that vehicles have legal permits to allow them to enter the camp.		
3. Report all irregularities immediately to the office. Ensure that the visitors/vehicles without the necessary permits / tags park outside of the resort.		
4. Attend to access related complaints.		
5. Attend to complaints with regards to loud music in the caravan park.		
6. <b>In the absence of the Clerk:</b>		
6.1. Receive visitors at the resort and hand over keys / tags if visitors arrive after office hours (between 16:30 and 07:45). No payments may be received.		
6.2. Keep a record of all keys / tag's issued and reports to the Clerk / Office Assistant at the first opportunity that the office is open again so that deposits / payments can be collected from the visitors. Make sure that visitors sign the key register.		
6.3. Provide resort rules to all visitors and make sure the visitor signs the relevant register as acknowledgement of receipt of the rules		
6.4. Report any irregularities or emergencies immediately to the person in the office or who is the designated contact person.		
6.5. 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 person in the office or the designated contact person. Record complaints in a register.		
6.6. Ensure that all visitors leave their keys / tag's on departure at the guard office. All keys / tag's in the possession of the guard at the end of a shift, should be placed in the key holder at the office.		
6.7. The guard must while on duty at all times be available on his private cellphone with his own airtime where he can be reached and the guard must make contact with the Clerk / Office Assistant or Camps Coordinator in case of an emergency.		
6.8. Any other reasonable task related to your functions.		

Initials of Service Provider's Authority: .....

**GENERAL**

Specifications	Comply Yes/No	Page to reference
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 Camp Coordinator 5 working days before the above-mentioned payment dates.		
2. The payment dates for the other periods will be communicated by the Manager: Property Management 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 at all times be available at the caravan park.		
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 Camp Coordinator receives any complaint in regards to the personnel of the bidder not performing their duties in terms of this tender the bidder must meet with the Camp Coordinator within 2 hours of the time the bidder is contacted by the Camp Coordinator.		
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 Camp Coordinator will be notified and the bidder will be requested to rectify the situation immediately.		
7. Should the bidder after a written warning issued by the Camp Coordinator clearly stating the reason that the bidder does not comply with the specifications of the tender and the reasons therefore and the bidder still does not comply with the specifications as set out in the tender, the Municipality may cancel the bid without payment of any of the tender amount.		
8. The bidder is fully responsible for accommodation of personnel, where applicable.		
9. The bidder, when submitting his tender, must take into consideration his resources and ability to deliver the service at the various locations that he submit a tender for so that he/she is able to effectively monitor and oversee the work as stipulated in this tender document.		
10. It is not required that the guards be registered at PSIRA.		

11. **Penalty fee**

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

- 11.2 If the number of personnel as required i.t.o the specifications are not present at the Caravan park, a penalty of R500.00 per person will be levied.
- 11.3 If a written warning is issued regarding poor service delivery. A written warning will be issued if 5 prescribed templates has been issued to the bidder.

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

- A. All clothing and all other safety items that are required by Law and also by the guards to effectively perform the guard duties. This include 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.

**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: .....

Initials of Service Provider's Authority: .....