

TERMS OF REFERENCE: ANNEXURE A

SCM /Tender Ref #:	DPME 01/2025/26
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Request for proposals for:	Provisioning of Physical Security Services for the Department of Planning, Monitoring and Evaluation for a period of three years (36 Months)
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1. BACKGROUND / CONTEXT

The Department of Planning Monitoring and Evaluation is in the process of appointing a service provider to render physical security services at **330 Grosvenor Office and 535 Johannes Ramokhoase Office, PRETORIA**, to protect employees, contractors, assets and the information within the Department.

This is in accordance with the **Access Control to the Premises and Vehicles Act, 53 of 1985**, Minimum Physical Security Standards (MPSS) and Minimum Information Security Standard (MISS), which are applicable in the public service.

2. PURPOSE

The Department of Planning, Monitoring and Evaluation needs to appoint 24/7 Physical Security Service Provider at **330 Grosvenor Office and 535 Johannes Ramokhoase Office, PRETORIA**, on contract for period of three (3) years (36 months).

3. OBJECTIVES AND SCOPE OF SERVICES

- 3.1. To safeguard the premises 24/7 including public holidays and weekends.
- 3.2. Installation of patrol tracking system.
- 3.3. Patrol the premises using a track stick as a monitoring device and provide monthly reports.
- 3.4. Guarding of the premises.
- 3.5. Emergency armed response.
- 3.6. Protection of information, assets and personnel.
- 3.7. Provide escort to service providers and visitors.
- 3.8. Ensure that all departmental assets movements are checked and recorded.
- 3.9. Monitor perimeter fence, main entrance and parking.
- 3.10. Conduct vehicle and personnel searches.
- 3.11. Ensure that firearms are kept in the safe and not taken into the building.

NB: Bidders to take note that there is a possibility that the department may relocate to another building that will accommodate all DPME officials during the contract period. Due to the fact that the square meters of the new building is unknown at this stage, DPME has the right to increase or decrease the quantities of security resources (security staff and equipments).

4. DELIVERABLES AND TIME FRAMES

Description	Expected date	% of project (Payment)
Provisioning of Physical Security Services for the Department of Planning, Monitoring and Evaluation for a period of three years: 330 Grosvenor Office and 535 Johannes Ramokhoase Office, PRETORIA .	36 Months	
Provide monthly performance reports including patrol stick reports.	Monthly	
Provide a security contingency plan.	As required	
Recording of all incidents/ events in the Occurrence Book (OB).	Daily	
Provide all security registers including visitors receipt book.	As required	
Conduct induction/workshop	Quarterly / when a need arises	
Conduct site visits (day and night)	Daily per shift	

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5. Successful bidder must provide the following documentation & ensure that all activities/duties are conducted/performed:

5.1 The monthly invoices must be submitted on or after 25th of every month.

5.2 The successful service provider must Comply with salary rates in terms of current National Minimum Wage in terms of Department of Employment and Labour, must ensure that the Security Personnel are paid on the date stipulated on their signed employment contracts. Failure to adhere to this requirement, will be constituted as a breach of contract