

	<b>Site:</b> Lighthouse and Navigational Systems-North Eastern Region <b>Title:</b> Provision of security guarding at Lighthouses located in Northern KZN	<b>Document Number:</b>
	<b>Inspection:</b>	<b>Revision:</b> 0

## TABLE OF CONTENTS

1. SCOPE OF WORK
2. DEFINITION
3. CONTRACT PRICE ADJUSTMENT FACTOR
4. VALUE ADDED TAX
5. SUPERVISION
6. GUARDING SERVICES
7. RESTRICTIONS ON THE ERECTION OF STRUCTURES AND EQUIPMENT
8. GENERAL REQUIREMENTS WITH REGARD TO PERSONNEL UPON SIGNING A CONTRACT
9. GENERAL PROVISIONS FOR SUPERVISORS AND SECURITY GUARDS
10. SECURITY STAFF EQUIPMENT
11. GENERAL REQUIREMENT
12. SUPPLY AND MAINTENANCE OF EQUIPMENT
13. SECURITY CONTROL CENTRE
14. REGISTERS
15. SUB-CONTRACTORS
16. STRIKES
17. INSURANCE AND INDEMINITY
18. INFORMATION TO BE OBTAINED ON SITE
19. SITE ARRANGEMENTS
20. OHS ACT 85 OF 1993
21. SPECIAL REQUIREMENTS
22. MEASUREMENT AND PAYMENT
23. DURATION
24. AWARD OF BUSINESS TO MORE THAN 1 CONTRACTOR
25. SCHEDULE OF REQUIREMENTS
26. EVALUATION CRITEREA
27. SIGNATURES

	<b>Site:</b> Lighthouse and Navigational Systems-North Eastern Region <b>Title:</b> Provision of security guarding at Lighthouses located in Northern KZN		<b>Document Number:</b>
	<b>Inspection:</b>	<b>Revision:</b> 0	<b>Date Issued:</b>  22 August 2022

**1. SCOPE OF WORK**

For the purpose to this contract the 'Works' shall include provision of security guards and all necessary equipment to secure Transnet property, equipment and personnel at Lighthouses located in Northern KZN.

**2. DEFINITION**

"Employer" means the Transnet National Ports Authority, Regional Manager East (Lighthouse and Navigational Systems), or any person lawfully acting in that capacity.

**3. CONTRACT PRICE ADJUSTMENT FACTOR**

No price escalation or adjustment will be allowed for the duration of the contract.

**4. VALUE ADDED TAX**

All tendered rates are to be **exclusive** of V.A.T.

**5. SUPERVISION**

The Service Provider or a responsible person empowered to act for him, shall be constantly on the works to monitor staff and safety conditions and report any diverse conditions on stations.

**A security supervisor is expected to visit each and site once every shift so as to supervise guards on duty. Supervisor to annotate in Occurrence Book in red pen indicating the status of the shift at every visit. Failure to do so will result in a credit for that entire unsupervised shift.**

**6. GUARDING SERVICES**

This service relates to the guarding of assets in accordance with standard practices and procedures in the security industry.

All accommodation, facilities and services supplied to the Contractor by the Employer shall be operated and maintained by the Contractor to the satisfaction of the Employer.

The bid price shall include for such services and no extra payment will be made to this effect unless specifically allowed for in the Schedule of Quantities.

**7. RESTRICTIONS ON THE ERECTION OF STRUCTURES AND EQUIPMENT**

The erection, installation or alteration by the Contractor of any structures including movable temporary office accommodation units which the Contractor may wish to erect for administrative and supervisory purposes and equipment in or on the site in terms of this contract shall be subject to the prior written approval of the Employer. No domestic housing facilities will be allowed on site. The Employer shall not

	<b>Site:</b> Lighthouse and Navigational Systems-North Eastern Region <b>Title:</b> Provision of security guarding at Lighthouses located in Northern KZN	<b>Document Number:</b>
	<b>Inspection:</b>	<b>Revision:</b> 0

be liable for any loss or damage to equipment supplied by the Contractor due to theft, vandalism or whatever reason and any such equipment lost or damaged shall be replaced by the Contractor at his/her own cost.

**8. GENERAL REQUIREMENTS WITH REGARD TO PERSONNEL UPON SIGNING A CONTRACT**

All security staff shall be properly trained and equipped for their duties and shall be security cleared by the S.A. Police Services.

All personnel shall be outfitted with uniforms and equipment necessary for the performance of their duties and shall be neatly dressed during the execution of the works

The Contractor shall advise all his personnel or persons to be employed by him/her in the performance of the functions and/or duties in accordance with this contract of any security measures, which the Employer may from time to time prescribe.

**9. GENERAL PROVISIONS FOR SUPERVISORS AND SECURITY GUARDS**

Supervisors and security guards shall have undergone and passed formal security training approved by PSIRA.

At all times supervisors and security guards shall present an acceptable image/appearance which implies, inter alia, that they may not publicly sit, lounge about, sleep, smoke, eat or drink while attending to duties.

Supervisors and security guards shall be physically healthy and medically fit for the execution of their duties.

Supervisors and security guards shall be registered as security officers/guards, as required by Private Security Industry Regulatory Act, Act 57 of 2001

**10. SECURITY STAFF EQUIPMENT**

The Contractor shall ensure that each member of his security staff will at all times when on duty be fully equipped in respect of:

A neat and clearly identifiable uniform from the Contractor, which uniform will include matching raincoats and overcoats for rainy and cold conditions respectively.

A clear identification card from the Contractor, with the member's photo, identification and numbers on it, worn conspicuously on his person at all times.

Equipment to be made available by the contractor on each site

1. Baton

	<b>Site:</b> Lighthouse and Navigational Systems-North Eastern Region <b>Title:</b> Provision of security guarding at Lighthouses located in Northern KZN	<b>Document Number:</b>
	<b>Inspection:</b>	<b>Revision:</b> 0

2. Handcuffs
3. Occurrence book
4. Pocket Book
5. Pen
6. Torch (at night)
7. A means to communicate with control room at all time
8. Attendance register
9. Visitors book

#### **11. GENERAL REQUIREMENT**

The Contractor must provide a 24 hour service in accordance with the shift pattern set out in the schedule of requirements.

At his Headquarters, proper staff files of all security staff in his service who are employed for service shall be kept up to date by the Contractor and be available for inspections by the

Employer. The appropriate documents shall include, inter-alia, scholastic, registration and medical certificates and security clearances.

The Contractor shall implement an approved control system such as a clock card or attendance register to provide physical evidence of the presence of all employees on site at all times. Data sheets or registers shall be submitted with all invoices.

All employees shall be fully conversant with emergency plans and procedures on site and shall give their full support in the event of an emergency.

Employees shall not work for more than 12-hour shifts.

The Contractor shall provide the necessary supervision on site. This shall include a duly appointed shift supervisor to visit each and every site per shift. Failure to do this for whatever reason will result in a credit for that entire unsupervised shift. A schedule of supervisor visits shall be submitted with all invoices.

The Contractor must establish communication linkage with the police.

	<b>Site:</b> Lighthouse and Navigational Systems-North Eastern Region <b>Title:</b> Provision of security guarding at Lighthouses located in Northern KZN		<b>Document Number:</b>
	<b>Inspection:</b>	<b>Revision:</b> 0	<b>Date Issued:</b>  22 August 2022

Should any employee of the Contractor not perform his duties to the satisfaction of the Employer, the Contractor shall forthwith remove such Employee from the site and replace him/her with an alternative competent staff member.

The Employer may perform any tests, as he considers necessary from time to time to ensure that the service provided by the Contractor is acceptable in terms of the specification. The Employer or his representative will however not act as supervisors and any such tests or absence thereof, shall not relieve the Contractor of his responsibilities under this Contract.

**12. SUPPLY AND MAINTENANCE OF EQUIPMENT**

All equipment utilised to execute this contract in accordance with the specification, shall be supplied and maintained by the Contractor to the satisfaction of the Employer

**13. SECURITY CONTROL CENTRE**

The Contractor shall provide a fully equipped and furnished security control centre. The security control centre shall be in radio contact with security staff on all the sites and with the Representative of the Employer. The control centre shall be manned at all times unless otherwise agreed with the Employer. The employer reserves the right to inspect the control centre prior to the award of business

**14. REGISTERS**

OCCURRENCE BOOK

The purpose of the occurrence book is to give an overall picture of activities, inspections by supervisors, and all other relevant occurrences at the centre.

The Contractor's security staff on duty shall make the following entries in the occurrence book: all listed routine procedures such as patrols undertaken, handing over of shifts, etc, mentioning the procedures followed, by whom and the time of commencement. These entries shall be made clearly legible, in blue/black ink.

All occurrences, however, slight or unusual, shall be recorded with reference made to the correct time and relevant actions taken.

All security staff activities, especially deviations in respect of the duty list, specifying particulars of the staff and relevant times.

The handing over of shifts, mentioning all names of all shift staff and accompanying equipment and aids..

The security supervisor shall make an entry declaring that he has read the Occurrence Book in order to acquaint himself with events that occurred during the previous shift. These entries shall be done in red ink.

	<b>Site:</b> Lighthouse and Navigational Systems-North Eastern Region <b>Title:</b> Provision of security guarding at Lighthouses located in Northern KZN	<b>Document Number:</b>
	<b>Inspection:</b>	<b>Revision:</b> 0

Note: Under no circumstances may an entry in the occurrence book be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled on the side.

The Contractor shall store the completed (full) Occurrence Books until the end of the contract.

Occurrence books, pocket books, registers and log books become the property of the employer as soon as the works commences.

**15. SUB-CONTRACTORS**

Contractor may only sub-contract its obligations under the contract with the prior written consent of the Employer (or any other authorized authority) and then only to a person and to the extent approved by the Employer or such authority and upon such terms and conditions as the Employer or such authority require. It is recorded that where such consent is given contractor shall remain liable to Employer for the performance of the Services.

**16. STRIKES**

The Contractor undertakes that strikes by his personnel will not influence the rendering of this service.

**17. INSURANCE AND INDEMINITY**

The contractor shall be held responsible for any loss of, or damage to, or theft of, or destruction of any property belonging to the employer which he/she is contracted to secure. The Contractor shall immediately inform the employer of such loss, damage, destruction or theft.

At all times during the term of this Agreement the Contractor shall carry and maintain in full force and effect the following:

Public Liability coverage for bodily injury and personal injury ( which coverage shall include, false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation of character, violation of right of privacy), and property damage, with a combined single limit of liability of not less than R1 000 000, 00 ( One million Rand)

Vehicle insurance unlimited for bodily injury and property damage, coverage of R1 000 000, 00 (One million Rand) property damage.

**18. INFORMATION TO BE OBTAINED ON SITE**

The Service Provider shall visit the sites of the proposed work and acquaint themselves with the nature of work, the condition under which the work is to be performed, the means of access to the site, any limitations or other authorities and in general with all matters that may influence or affect the contract

	<b>Site:</b> Lighthouse and Navigational Systems-North Eastern Region <b>Title:</b> Provision of security guarding at Lighthouses located in Northern KZN	<b>Document Number:</b>
	<b>Inspection:</b>	<b>Revision:</b> 0

and shall be deemed to have allowed in his tender for any additional cost involved due to the foregoing, as no claims for any extras in connection with the position or nature of the work will be entertained.

**19. SITE ARRANGEMENTS**

Contact Project Leader or Regional Manager East

**20. OHS ACT 85 OF 1993**

For the purpose of the Occupational Health and Safety Act 1993 (Act No 85 of 1993) all works/contractors to be subject to the Act and control of the relevant Transnet National Ports Authority Risk Official

**21. SPECIAL REQUIREMENTS**

Special attention and compliance to General Safety Regulations as promulgated in terms of the OSH Act (Act 85 of 1993) .

**22. MEASUREMENT AND PAYMENT**

The unit of measurement will be as stipulated in the Tender Quotation Form. Monthly payment will be made thirty days from statement as per Transnet National Ports Authority Procurement Policy.

**23. DURATION**

The contract duration is 6 months.

**24. AWARD OF BUSINESS TO MORE THAN 1 CONTRACTOR**

The employer reserves the right to split the sites between more than 1 contractor should the need arise. Bidders are encouraged to bid for sites in the areas that they specifically operate in.

	<b>Site:</b> Lighthouse and Navigational Systems-North Eastern Region <b>Title:</b> Provision of security guarding at Lighthouses located in Northern KZN	<b>Document Number:</b>
	<b>Inspection:</b>	<b>Revision:</b> 0

## 25. SCHEDULE OF REQUIREMENTS

LIGHTHOUSE	AREA	DESCRIPTION	Location of Control Centre	Cost /month (Excl vat)	Cost for 6 months (Excl vat)
Cape St Lucia Lighthouse	Sokhulu village	1. Provide 2 x grade C security Guards per 12 hour shift  2. Provide all equipment and			
Richards Bay Lighthouse	Meer en See Richards Bay	1. Provide 1 x grade C security Guard per 12 hour shift  2. Provide all equipment and			
3.LNS Richards Bay Workshop	Pioneer road, Tuzi Gazi Waterfront, Small craft Harbour Port of Richards	1. Provide 1 x grade C security Guard per 12 hour shift  2. Provide all equipment and			
4. Richards Bay Buoy Yard	Small craft Harbour Port of Richards bay	1. Provide 1 x grade C security Guard per 12 hour shift  2. Provide all equipment and			
5. Durnford Lighthouse	Esikhawini	1. Provide 2 x grade C security Guards per 12 hour shift  2. Provide all equipment and			
<b>Totals</b>					

	<b>Site:</b> Lighthouse and Navigational Systems-North Eastern Region <b>Title:</b> Provision of security guarding at Lighthouses located in Northern KZN	<b>Document Number:</b>
	<b>Inspection:</b>	<b>Revision:</b> 0

## 26. EVALUATION CRITEREA

Qualifying Criteria	Explanation	
Company to be PSIRA registered	Provide a copy of Valid and up to date PSIRA registration Documents	
Criterion/Criteria	Explanation	
Criteria	Documents	Weights
1. Previous experience Tenderer's previous experience- specifically with respect to Security guarding	<ul style="list-style-type: none"> <li>No Submission or No experience = 0</li> <li>Poor (1-4) contracts successfully carried out similar to the works) = (30%)</li> <li>Satisfactory (5-7 contracts successfully carried out similar to the works) = (80%)</li> <li>Good (7 or more contracts successfully carried out similar to the works) = (100%)</li> </ul>	40
2. Physical program of supervisory visits	<ul style="list-style-type: none"> <li>Submit a physical work program detailing how the security supervisor/s plan to visit all sites per shift on a daily basis</li> <li>No Submission = 0</li> <li>Poor (Program does not address the works information specifically, however it addresses the works in general) = (30%)</li> <li>Satisfactory (Program is vague, ambiguous, incomplete and does not apply directly to the works addresses between 50% and 70% of the works) = (50%)</li> <li>Good (The Program is clear, unambiguous, concise and addresses between 70% to 80% of the works) = (80%)</li> <li>Very Good (The Program is clear, concise, unambiguous, works specific and addresses 100% of the works) = (100%)</li> </ul>	20
3. Confirmation of Insurance	<ul style="list-style-type: none"> <li>No Submission = 0</li> <li>Submit a certificate of insurance for Public Liability and property damage to the value of R1m=100%</li> </ul>	20
4. Asset base	<ul style="list-style-type: none"> <li>List of <b>Appropriate</b> assets owned by company that would be available to service all TNPA Lighthouse and Navigational Systems Sites, ie,</li> <li>No Submission = 0</li> <li>Vehicles-list of vehicles as well as copies of NATIS registration documents in the name of the company or company director or lease/hire agreements for vehicles that are available for use in the fulfilment of this contract.</li> </ul>	20
	<b>Technical Qualification Threshold = 70%.</b>	

	<b>Site:</b> Lighthouse and Navigational Systems-North Eastern Region <b>Title:</b> Provision of security guarding at Lighthouses located in Northern KZN	<b>Document Number:</b>
	<b>Inspection:</b>	<b>Revision:</b> 0

**27. Signatures**

**Name:** Khethiwe Sindeni

**Designation:** Operations Supervisor - East

**Signature:**  \_\_\_\_\_

**Date:** 29/09/2022

**Name:** Siva Moodley

**Designation:** Regional Manager - East

**Signature:**  \_\_\_\_\_

**Date:** 29/09/2022