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ABBREVIATIONS

AVTUR	Aviation Turbine Fuel
CIPA	Critical Infrastructure Protection Act 8 of 2019
ICASA	Independent Communications Authority of South Africa
LDV	Light Delivery Vehicle
NKP	National Key Point
PSIRA	Private Security Industry Regulatory Authority
SAPS	South African Police Services
RSS	Regional Security Supervisor
SHE	Safety, Health and Environment
SSA	State Security Agency
SPO	Senior Protection Officer
SLA	Security Service Level Agreement
TPL	Transnet Pipelines

SECTION 3: BACKGROUND AND SCOPE OF WORKS

1 BACKGROUND

Transnet Pipelines (TPL), a division of Transnet Limited, owns, operates, and maintains approximately 3 100 km of underground liquid and gas pipelines traversing KwaZulu-Natal, Gauteng, Free State, Mpumalanga, and Northwest Provinces. The pipelines transport various petroleum products such as Crude Oil, Aviation Turbine Fuel (Avtur), Petrol, Diesel, and other partially refined products as well as Methane Rich Gas.

The pipeline is an all-welded steel constructed entity which is laid approximately 1 meter below ground and traverses' diverse terrain such as open grasslands, cultivated lands as well as industrial and residential areas. In addition to the pipeline network, TPL also has several operational facilities (depots, pump stations and workshops) located in Gauteng, Northwest, Free State and Mpumalanga Provinces. This scope of services is related to the Mpumalanga Province which has the followings areas: Secunda, Standerton Workshop, Kendal and Witbank .

Transnet Pipelines intends to extend an invitation to service providers for the provision of security services at all our Offices, Stores and workshops, and National Key Point depots in the Mpumalanga Province as well as Ad hoc services for servitudes, facilities, and other similarly related services.

2 EXECUTIVE OVERVIEW

Transnet Pipelines have for an extended period made use of a Security Service providers for the provision of security services at all Sites and Servitudes in the Mpumalanga Province, South Africa. It is the intention of this tender to continue outsourcing the security services in this manner.

As the service provider to Transnet Pipelines, the selected bidder will share in the mission and business objectives of TPL. These mutual goals will be met by meeting contract requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation, and open communications. In this spirit of partnership, TPL and its Service provider(s) will study the current ways they do business to enhance current practices and support processes and systems. Such a partnership will allow TPL to reach higher levels of quality, service, and profitability.

2.2. Specifically, TPL seeks to benefit from this partnership in the following ways:

- 2.2.1. Service provider must provide TPL with Security Services that is consistent and reliable and will remain at a high level of service levels.
- 2.2.2. TPL must receive competitive cost of acquisition and improved service benefits resulting from the Service provider's economies of scale and streamlined service processes.
- 2.2.3. TPL must achieve appropriate availability that meets user needs while reducing costs for both TPL and the chosen Service provider(s).

- 2.2.4. TPL must receive proactive improvements from the Service provider with respect to provision of Services and related processes.
- 2.2.5. TPL's overall competitive advantage must be strengthened by the chosen Service provider's leading-edge technology and service delivery systems.
- 2.2.6. TPL's end users must be able to rely on the chosen Service provider's personnel for service enquiries, recommendations, and substitutions.
- 2.2.7. TPL to ensure that the Security Service Level Agreement (SLA) is signed prior to the commencement of the security services contract.

In respect of security services provided on the property of Transnet Pipelines, the Service Provider shall at all times comply with the provisions of the National Key Point Act 102 of 1980, Critical Infrastructure Protection Act 8 of 2019, Control of Access to Public Premises and Vehicles Act 53 of 1985 and all other applicable laws and regulations.

- 2.3. The general duties of security personnel provided by the Service provider in terms of this Act on the property of Transnet Pipelines, inter alia, include the following: no person shall without the permission of an authorised security personnel member (hereinafter referred to as the authorised officer), enter or enter upon any premises or any vehicle in respect of which a directive has been issued by Transnet Pipelines and for the purpose of the granting of that permission an authorised officer may require of the person concerned that he -
 - 2.3.1. furnish his name, address and any other relevant information required by the authorised officer.
 - 2.3.2. produce proof of his identity to the satisfaction of the authorised officer.
 - 2.3.3. declare whether he has any potentially dangerous object in his possession or custody or under his control.
 - 2.3.4. declare what the contents are of any vehicle, suitcase, attaché case, bag, handbag, folder, envelope, parcel, or container of any nature which he has in his possession or custody or under his control and show those contents to him.
 - 2.3.5. subject himself and anything which he has in his possession or custody or under his control to an examination by an electronic or other apparatus to determine the presence of any potentially dangerous object; and
 - 2.3.6. in the case of premises or a vehicle or a class of premises or vehicles determined by the Minister by Gazette, be searched by an authorised officer.
 - 2.3.7. All personnel's will be subjected to breathalyser testing to test for the presence of alcohol.

3 REQUIREMENTS

- 3.1. It is a specific requirement that all security officers attend induction training at the respective Transnet Pipelines depot to which they will be posted.
- 3.2. The Service provider shall always ensure that each security officer on site has a reliever per shift.
- 3.3. The Services are required for 24hrs.
- 3.4. SABS approved Flame-retardant uniform with no reflectors.
- 3.5. The following are to be provide as specified in **Annexure B** Pricing Schedule.
 - Firearms - Shotguns and handguns
 - Two – Way Radio Communications Set (Intrinsically Safe)
 - Guard Monitoring System
 - Cell phone
 - Bullet-Proof Vest
 - Vehicle (4x4 LDV)
- 3.6. The Service Provider(s) must comply with the requirements stated in this RFP.
- 3.7. The Service Provider(s) is responsible to ensure that their security officers attend NKP Refresher Training yearly as per NKP Legislation.
- 3.8. The Service Provider(s) shall be fully responsible to Transnet Pipelines for the acts and omissions of persons directly or indirectly employed by them.
- 3.9. The Service Provider(s) will conduct his activities in such a manner as not to endanger health and safety of employees or third parties. The Service Provider(s) will implement and maintain an Occupational Health and Safety Management system in line with the scope of services that will ensure the safety of employees and third parties.
- 3.10. The Service Provider(s) shall fully comply with the South African Occupational Health, Safety and Environmental applicable legislation and standards.
- 3.11. The Service Provider(s) shall submit the required Safety, Health and Environment (SHE) Compliance File for approval by the TPL SHEQ department, before resuming duties. Refer to **Appendix 1** Minimum Requirements for the Safety File.
- 3.12. The Service Provider(s) shall comply with the following procedures:
- 3.13. Access and Egress Procedure (Refer to **Appendix 2**)
- 3.14. Substance abuse Procedure (Refer to **Appendix 3**)

4 REQUIREMENTS FOR NKP REGISTRATION FILES FOR NKP SECURITY OFFICERS

- 4.1. Valid South African Identity Document.
- 4.2. Curriculum Vitae (CV)
- 4.3. PSIRA Grade "C" Certificate

- 4.4. Completed Original Wag 1 form for each security officer. (The Fingerprints must be taken on the original form (SAPS 91) not a photocopy.
- 4.5. Firearm Training Certificates (issued by a training centre or institution)
- 4.6. SAPS Firearm Competency Certificate
- 4.7. NKP Training Certificate / Course Report (which includes Basic First Aid training and Basic Firefighting training)
- 4.8. SAPS Police Clearance
- 4.9. Breathalyzer Competency Certificates in accordance with the TPL device available on site.
- 4.10. Medical Fitness Certificate

5 REQUIREMENTS FOR SAFETY FILES FOR NKP AND NON-NKP SITES

- 5.1. Valid South African Identity Document PSIRA Grade "C" Certificate for Security Officers
- 5.2. PSIRA Grade "B" Certificate for Security Supervisors
- 5.3. Completed Original Wag 1 form for each security officer. (The Fingerprints must be taken on the original form (SAPS 91) not a photocopy.
- 5.4. Firearm Training Certificates (issued by a training centre or institution)
- 5.5. SAPS Firearm Competency Certificates
- 5.6. NKP Training Certificate / Course Report (which includes Basic First Aid training and Basic Firefighting training)
- 5.7. Copies of Security Officers Latest Shooting Targets
- 5.8. Standard Operating Procedure (SOP) and Site Instructions
- 5.9. NKP Annual Training Program both pages
- 5.10. Emergency Contact List
- 5.11. Bi-annual NKP Refresher Course Report
- 5.12. Security Officers Job Description
- 5.13. Site Risk Assessment
- 5.14. Company ID Card
- 5.15. PSIRA ID Card
- 5.16. Two-way radios ICASA certificate
- 5.17. Firearm Register up to date.
- 5.18. SAPS Police clearance
- 5.19. Section 37 Mandatory Agreement

6 JOB DESCRIPTIONS: SUPERVISORS

Shall be responsible, inter alia, for –

- 6.1 Performing their duties within the parameters of all South African laws and legislations including but not limited to the Criminal Procedure Act 51 of 1977, National Key Point Act 102 of 1980, Critical Infrastructure Protection Act 8 of 2019 and the Firearms Control Act 60 of 2000.
- 6.2 The conduct and productivity of all security officers under his control.
- 6.3 Ensuring that the security officers comply with the requirements of their job descriptions; and
- 6.4 Carrying out any other instruction(s) given by Transnet Pipelines supervisory personnel.

7 JOB DESCRIPTIONS: SECURITY OFFICERS (ARMED)

Shall be required, inter alia, to -

- 7.1 Perform their duties within the parameters of the Criminal Procedure Act 51 of 1977).
- 7.2 Perform their duties within the parameters of the Firearms Control Act 60 of 2000
- 7.3 At pump stations classified as National Key Points perform their duties within the parameters of the National Key Points Act 102 of 1980 and Critical Infrastructure Protection Act 8 of 2019.
- 7.4 Remain posted at each depot, for the full duration of their shift.
- 7.5 Protect the depot, all personnel (including Service providers, visitors, etc.) and assets.
- 7.6 Patrol the premises using the Guard Monitoring device to clock where clocking points are located on an hourly basis.
- 7.7 Daily patrol report to be submitted to SPO/RSS/DEPOT MANAGER/SUPERVISOR
- 7.8 Be on constant lookout for irregularities by being alert, observant and investigative.
- 7.9 Prohibit loitering of undesirables or vagrants on the boundaries of the premises.
- 7.10 Prohibit unauthorised persons from entering the depot premises, prevent and / or combat crime Perpetrated against Transnet Pipelines property and or personnel. (Conduct and carry out Access Control Instructions and procedures as may be determined by Transnet Pipelines from time to time)
- 7.11 Access and Egress Control movement of persons, goods and vehicles and the movement thereof to and from the depots and workshop.
- 7.12 Prevent the occurrence of incidents and, if an incident has occurred to investigate it and exercise in connection therewith the powers which have been vested in them.
- 7.13 Carry out such other orders issued to him/her by the authorized TPL representative in respect of the security and loss control of the Key Point.
- 7.14 Conduct Breathalyser testing.

8 DUTIES AND RESPONSIBILITIES OF ESCORT SECURITY OFFICERS (GRADE C)

Shall be required, inter alia, to perform any one or more of the following duties:

- 8.1. Drive a motor vehicle in the course of duties
- 8.2. Conduct vehicle inspection and confirm roadworthiness prior to commencement of the escort.
- 8.3. Ensure that the vehicles are clean and have
- 8.4. Perform escort services to Transnet personnel
- 8.5. Ensure that they have full sight of Transnet personnel during the escort.
- 8.6. Guard or protect goods and Transnet assets.
- 8.7. Who may be called upon to perform any or all the duties of a security officer

9 DUTIES AND RESPONSIBILITIES OF A SECURITY SUPERVISOR (GRADE B)

Shall be required, inter alia, to perform any one or more of the following duties:

- 9.1. Conduct posting of Security Officer who are reporting on and off duty.
- 9.2. Inspecting of firearms and deployment of Security Officer.
- 9.3. Conduct site visits.
- 9.4. Issue firearm permits.

10. REQUIREMENTS FOR SECURITY OFFICERS AND EQUIPMENT AT DECLARED NATIONAL KEY POINTS DEPOTS

10.1 Requirements

Transnet Pipelines aims to elicit and evaluate responses from Security Service Providers who have expertise in National Key points which is defined as the supply of graded armed security officers that protect sites of National Strategic importance i.e., the Pipelines. Potential Service Providers who can provide guards which meet the National Key points Legislation will be considered to provide the required services.

Owners of NKP's, who choose to hire Security officers from a Commercial Security Guard Organisation, are advised to obtain confirmation from the Secretariat that such commercial training establishment is formally registered with the NKP Secretariat.

- 10.1.1. A Security officer to be employed as a guard at any NKP site must have successfully attended and completed a NKP basic training course.
- 10.1.2. Security officers must be trained or have been trained by a National Key Point registered training establishment.
- 10.1.3. To be legible to work as a Security officer at a NKP and be cleared by SAPS.

- 10.1.4. Security officers must be in possession of a valid NKP "certificate of competency" issued by the NKP Secretariat.
- 10.1.5. Security officer to attend NKP refresher and regulation 21 training every 6 months in the duration of the contract.
- 10.1.6. Security officer to attend NKP Provincial shoot and National Shoot competitions.
- 10.1.7. Guard Monitoring systems (Intrinsically safe) to be installed on all NKP and Non NKP sites.
- 10.1.8. Security Officer to be screened by SSA and NKP Office before being deployed.
- 10.1.9. PPE that needs to be provided must be flame retardant union for all members and a SABS certificate must be provided to confirm the uniform.
- 10.1.10. Safety file must be submitted before the Service provider report on site as per the TPL safety standard requirements.

11. LIST OF SITES

- 11.1. Kendal, Witbank, Secunda, Standerton Workshop and Servitudes

12. GENERALS

- 12.1. The emphasis during the day is focused more on loss control and at night patrolling the area.
- 12.2. There are documents on Site that must be checked and correlated daily which requires constant supervision and controlling of Security Guards by TPL personnel and the security supervisor.
- 12.3. Security officers shall report all problems encountered during the tour of duty (including shooting incidents), immediately by radio, and make or cause to be made entries of such encounters in their occurrence books.
- 12.4. Service Provider(s) has the obligation to report or disclose when their assigned employees have been involved or charged with criminal activities, misconducts etc.