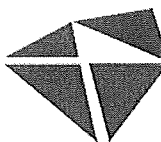


Subject	Specifications
Project Name	Appointment of Guarding Services for Western Cape and Northern Cape
Reference	RFQ 23/24/17/IP

Post Office 
We deliver, whatever it takes.

The information contained within this submission is considered proprietary and confidential. No inappropriate and/or unauthorised disclosure of this submission is allowed.

© 2022South African Post Office

Table of Contents

1.	BACKGROUND	3
2.	OBJECTIVE OF BID.....	3
3.	SCOPE OF WORK.....	3
4.	REQUIREMENTS.....	4
5.	RESOURCE REQUIREMENTS	4
6.	UNIFORM AND EQUIPMENT REQUIREMENTS.....	5
7.	APPROVAL.....	6

1. Background & Objective of Bid

South African Post Office Limited requires a service provider/s to provide a guarding solution at Somerset West, Mitchell's Plain Depot, De Aar, Pescodia, Grootbrakrivier, Durbanville Depot, Wellington, Milnerton, Groblershoop and Kuilsriver.

The duration of this contract is three months (3 months).

2. Objective of bid

To appoint a reliable guarding company for guarding at Somerset West, Mitchell's Plain Depot, De Aar, Pescodia, Grootbrakrivier, Durbanville Depot, Wellington, Milnerton, Groblershoop and Kuilsriver.

3. Scope of work

The service provider shall achieve the following deliverables, each of which is a specific deliverable required by SAPO without limitation to the services or any related obligation, activity or responsibility described in this Scope of Work or the Contract:

3.1 To provide a guarding service as per Annexure A with Grade C levels. The security company must be PSIRA registered and provide PSIRA registered and accredited armed and unarmed guard.

3.2 To safeguard SAPO assets, employees, customers and service providers.

3.3 To control access into the premises and building during the day.

3.4 Security officers to have a form of communication possibly a radio or a cellphone.

3.5 To provide detailed reports to SAPO, Security and Investigations office of any incident or service irregularity within a 24 hour turnaround of the incident occurring. This does not however stop the security company from informing Security and Investigations immediately when a service irregularity or an incident occurs.

4. Requirements

4.1 The implementation of physical security, access control and other security measures, aimed at preventing and or deterring crime. Identified risks and threats to the sites listed in Annexure A and in so doing, safeguard SAPO assets, employees, customers and suppliers.

4.2 Reporting and documenting any damage, loss or incident of any nature within 48 hours of deployment, to the respective SAPO Regional Manager/ contact person.

4.3 Identify cause and prevent injury or death to any person within the deployment point/s.

4.4 Occurrence Book/s (OB) must be maintained at deployment point/s.

4.5 Respond to and report any irregularities, unsafe acts and unsafe conditions.

4.6 Regular patrolling of deployment point/s in order to enforce and maintain law and order and to prevent /detect damage, destruction, sabotage, vandalism, theft and assault.

4.7 Guards are to be visited three times per shift on a four hourly basis.

4.8 Have local SAPS telephone number at their disposal.

4.9 Report any suspicious people to your supervisor, branch manager and security and investigation personnel.

4.10 Implement physical and procedural measures, aimed at preventing identified risks and threats to the branches.

5. Resource Requirements

SAPO will contract with the successful bidder based on the (estimated) resources and the total price per grade. Bidders will submit their services rates per hour which must also be quantified in a monthly and annual rate, as per annexure A.

The number of guarding resources indicated in the bid is but an estimate, the required resource could increase or decrease during the bidding process, at the contractual stage and during the course of the contract term.

6. Uniform and Equipment Requirements

All guards deployed to SAPO premises must be dressed according to the following dress code.

6.1 Combat dress

All guards deployed to the under mentioned service areas must be dressed and equipped appropriately. Retail and Support sites - formal (collar, tie & step in / lace up shoes):

- Rain Suit
- Handcuffs
- Hand held metal detector
- Reflector jacket
- Baton
- Torch
- Pocket book and pen
- Occurrence book
- Hand held radio incorporating a panic facility and guard tracking capability
- Firearm Competency certificate

NOTE: The costing of radios, firearms and uniform is to be costed into the prices as reflected in Annexure A.

6.2 The following operational penalties / liabilities will apply in the event of, but not limited to the following:

➤ Late Posting	R200.00
➤ Incomplete Uniform	R100.00
➤ Short Posting	R200.00
➤ No OB or incomplete	R50.00
➤ No or insufficient site visits	R50.00
➤ Guards posted without firearms (Where required)	R200.00

BOQ

ANNEXURE A

<u>Somerset West</u> Day shift: 06h00 – 18h00 Mondays to Sundays including public holidays Night shift: 18h00-06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift R.....
<u>Mitchell's Plain Depot</u> Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift R.....
<u>Kuilsriver</u> Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift R.....
<u>Groblershoop</u> Day shift: 06h00-18h00 Monday to Saturday excluding public holidays	1 unarmed guard per shift R.....
<u>Wellington</u> Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift R.....
<u>Durbanville Depot</u> Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift R.....
<u>Milnerton</u> Day shift: 06h00-18h00 Monday to Saturday excluding public holidays	1 unarmed guard per shift R.....

BOQ

<u>Grootbrakrivier</u> Day shift: 06h00-18h00 Monday to Saturday excluding public holidays	1 unarmed guard per shift- R.....
<u>Pescodia</u> Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift R.....
<u>De Aar</u> Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift R.....

Total R.....

Vat 15% R.....

Total cost R.....

Name of Service Provider:.....

SAPO Vendor Number:.....

CSD Number: MAAA.....