

# Scope of Works

SENTECH requires of a service provider to be appointed for Security to monitor and coordinate our Sentech Office and Transmitter sites for break-ins and theft.

## 1. **Background**

Sentech Polokwane request for the procedure to have a 24/7 security guard services for the month of December 2022 until March 2022 at Polokwane Office, Tshamavudzi transmitter site and Potgietersrus Transmitter site.

### Safety and security at Polokwane office:

Shift -1 is composed of 2X Security guards during the day on weekends including holidays.

Shift - 2 is composed of 2X Security Guards at night everyday.

All Security guards must be of grade C.

### Safety and security at Tshamavudzi Site:

Shift -1 is composed of 2X Security guard during the day

Shift - 2 is composed of 2X Security Guards at night.

All Security guards must be of Grade C.

### Safety and security at Potgietersrus Site:

Shift -1 is composed of 2X Security guard during the day

Shift - 2 is composed of 2X Security Guards at night.

All Security guards must be of grade C.

The security guards' services are needed to protect the sites for Four months from December 2022 until March 2022.

The risk of not having the security guards on site will compromise the security of the site and its assets and the safety of Sentech personnel. Secondly, in the event of a break-in, the services will be disrupted affecting the SLA's for the customers.

We are calling on organisations with the relevant skills and experience to render its services by monitoring and coordinating the premises at Polokwane Office and Tshamavudzi Site and Potgietersrus Site. 24/7 security which will minimize or eliminate future break-ins and property vandalism.

## 2. Scope of Works

The successful applicant will:

- Monitor and Co-ordinate (patrolling) the premises for the Four (4) months including weekends and public holidays (day and night shifts) for Potgietersrus site, Tshamavudzi site and Polokwane Office only at night during the week and during the Weekends and holidays (day and night shifts).
- Provide armed Safetyguards for the day and armed Safetyguards for the night. (time slots will be discussed on appointment)
- Develop and implement an Operational Preventative Plan to the Manager of Sentech Polokwane for when an incident might occur.
- Continually liaise with the Manager or Standby person of Sentech Polokwane regarding the safety and security measurements of the property and premises.
- Implement the necessary safety and security protocols when an incident presents itself.
- Provide a detailed report in the event of any breach of safety and security of the property and premises.

### INFORMATION FOR BIDDERS:

#### Site location/Address

Polokwane Operations Centre. Coordinates: -23 52 59.2 | 29 27 43.7

Tshamavudzi site. -22 39 15 | 30 31 42

Potgietersrus site. -24 9 24 | 29 14 10

#### 2.1 Compulsory Site Visit

Compulsory Site Visit	Yes		No	X
Indicative Date(s)			Time:	
Venue (Address)				

## 3. Mandatory criteria (if applicable)

Mandatory Criteria	Proof Required
PSIRA Company registration	PSIRA certificate attach
PSIRA Letter of good standing	Attach letter of good standing from PSIRA
Letter of good standing COIDA	Attach letter from COIDA
Minimum of three years' experience	Show reference letters indicating being in the security industry for at least 3x years
firearm license and letter of good standing SAPS for firearms	Letter of good standing from SAPS for firearms. Together with valid firearm licenses

#### 4. Pricing

The pricing should indicate a once-off fee for the entire service.

armed day-shift Fee per month (Pricing as per Scope of Work)	
armed night-shift Fee per month (Pricing as per Scope of Work)	
Ablution Facility per month	
Total per month	
VAT	
Total	
Grand Total for four (4) months	

You are hereby invited to quote Sentech SOC Ltd Polokwane Office the above Scope of Work. Kindly complete the above, SBD4, with quotation and a letterhead and return with the requested documentation please.

Please take note of the closing date – 22 November 2022 @ 12:00

Should you have any queries please feel free to contact Isaac Netshirando during office hours on 067 427 0326 or email [Quotations5@sentech.co.za](mailto:Quotations5@sentech.co.za)

Thank you and kind regards,