



AGRICULTURAL RESEARCH COUNCIL

**REQUEST FOR QUOTATIONS FOR
PHYSICAL SECURITY GUARDING SERVICES**

To render Physical Security Services for ARC

AP (Pinedene) (Irene, Pretoria)

A portion of the remainder of 41 of farm Doornkloof 391-JR, known as ARC Animal
Production Campus, Olifantsfontein Road, Irene

Closing Date: **8 August 2024**

TIME: **11:00**

Bidder's Name:.....

CSD number:

Total Price:

1. BACKGROUND

The Agricultural Research Council (ARC) is a Research Science and Technology institution of excellence in South Africa. The ARC has a mandate for innovative and creative agricultural research, technology development and transfer aimed at the advancement of South African agriculture.

The Agricultural Research Council (ARC) invites suitably qualified and experienced service providers to assist with Security Guarding Services.

The objective of this bid is to appoint a **service provider** to perform the security guarding services, specializing in handling land invasions.

2. PURPOSE

To appoint a service provider to supply security personnel to render physical security services at Agricultural Research Council (ARC) at the following site and the required duration:

- Animal Production (Pinedene) Irene for the period of Two (2) Months.

3. SCOPE OF WORK/ DELIVERABLES

The service provider is expected to adequately address all the items referenced in the Scope of Work below:

- Patrolling of premises
- Access Control
- Screening of personnel /vehicles
- Protection from land invasion and;
- The Premises and general crime prevention measures as agreed upon

4. TERMS OF REFERENCES

4.1 Contractors shall provide the ARC (accompanying the bid document on the closing date/time) with the following information as listed in the below format:

- a) The following information must be submitted on a company letterhead that states the name, physical and/or postal address, telephone and/or fax numbers of their headquarters and/or regional offices.
- b) CIPC Documents that detail the names, identity numbers and street addresses of all partners, shareholders of their companies and/or members of their partnerships, companies or close corporations respectively and as applicable.
- c) **Valid** section 13 A Compliance letter/Employer confirmation from the Security Provident Fund (month to month validation or compliance letter) issued by the Private Security Industry Provident Fund.
- d) **Valid** letter of good standing with Compensation Fund.
- e) **Valid** UIF certificate of compliance or UIF Circular.
- f) Certified copy of a valid PSIRA Company Registration.
- g) Valid registration and letter of good standing with the National Bargaining Council for Private Security Sector.
- h) Valid (letter must be valid on or before the closing date of bid) letter of good standing of the service provider from Private Security Industry Regulatory Authority (PSIRA).
- i) A minimum of **three (03)** signed reference letters indicating the value, type of service rendered and the duration/period of the contracts. Reference letters should indicate experience in land invasions. All reference letters should be for projects that have been completed. **Letters of Award, Purchase Orders and Extension of services will not be accepted.**
- j) The Service Provider must submit the existing cover for **PUBLIC LIABILITY** insurance policy from any registered insurance company or submit documentary proof/letter of intent/quotation from registered insurers. The Public Liability cover must be for a minimum value of **R 1 000 000** for the duration of the contract.
- k) A **valid** Tax PIN number from SARS.
- l) Standard Bidding Documents (SBD forms)
- m) Central Supplier Database report (CSD report) showing a tax compliant status for the duration of the bidding process.
- n) All pricing should be in line with PSIRA Sectorial Determination. Service providers are required to make provision for the statutory increases in the pricing structure for the duration of the contract. Note an itemised quote must be submitted that sets out each cost item that shows the pricing for the cost of guards and security equipment.

- o) Blacklisted service provider/s who are on the National Treasury website will be disqualified.

Note: Failure to submit the above-mentioned required information together with the bid document on the closing date will result in the contractor's bid to be rejected.

5. Services Required

Service description for AP Irene – 2 months	Quantity	Unit Price	VAT	Total Price
Security Officers PSIRA Grade B with Grade 10 – Armed (9mm handgun)	1B Security Officer PSIRA Grade B (06h00-18h00) Dayshift Mon to Fri			
Security Officers PSIRA Grade C with Grade 10- Armed (shotgun – rubber bullets)	3C Security Officers PSIRA Grade C (18h00-06h00) Dayshift Mon to Fri			
Security Officers PSIRA Grade B with Grade 10- Armed (9mm handgun)	1B Security Officer PSIRA Grade B (06h00-18h00) Nightshift Mon to Fri			
Security Officers PSIRA Grade C with Grade 10- Armed (shotgun – rubber bullets)	3C Security Officers PSIRA Grade C (18h00-06h00) Nightshift Mon to Fri			
Security Officers PSIRA Grade B with Grade 10- Armed (9mm handgun)	1B Security Officers PSIRA Grade B (06h00-18h00) Dayshift Sat to Sun/Public Holiday Incl			
Security Officers PSIRA Grade C with Grade 10- Armed (shotgun – rubber bullets)	5C Security Officers PSIRA Grade C (06h00-18h00) Dayshift Sat to Sun/Public Holiday			
Security Officers PSIRA Grade B with Grade 10- Armed (9mm handgun)	1B Security Officers PSIRA Grade B (18h00-06h00) Nightshift Sat to Sun/Public Holiday			

Security Officers PSIRA Grade C with Grade 10-Armed (shotgun – rubber bullets)	3C Security Officers PSIRA Grade C (18h00-06h00) Nightshift Sat to Sun/Public Holiday Incl			
Bakkie 4x4 (armoured vehicle, equipped with security gear)	1 Monday to Sunday Dayshift and Nightshift			

PPE and Security Equipment for all sites	Quantity
Clearly identifiable uniform -Combat Uniform eg Trousers, Shirt, Boots, Socks Jersey and Jacket.	All security officers to be issued with 2 sets of combat uniform
PPE and raincoats	One per officer
Baton Stick	One per officer
Hand Radios	One per officer
Hand Cuffs with keys	One per officer
Torches	One per officer at night
Bulletproof vest	One per officer
Whistle	One per officer
Pepper spray	One per officer
Security Registers: Occurrence Book	1 per site
Pocket Books	One per officer
Visitors Register	1 per site
Panic button linked with armed response paid for by the service provider/or service providers inhouse armed response team	1 per site

<u>Conditions of the RFQ</u>			
Private Security Industry Regulatory Authority (PSIRA)			
a) The contractor must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001). b) All Security Officers that the contractor supplies to render the service must be registered as Security Officers in terms of The Private Security Industry Regulatory Act (Act 56 of 2001). c) A copy of the registration certificates in respect of all the Security Officers must be attached with the bid document as part of the contract. d) Consolidated files with qualifications and registration certificates to be provided to client within 30 days after the commencement of service. e) The contractor shall, in order to ensure the continuity of the service to be rendered, in case of strike, allocate specific supervisor / team leader to the specific site for the duration of this contract. A list of supervisors / team leaders shall be supplied to the ARC. f) All security officers supplied to render the service must be trained to the standard set by the Private Security Industry Regulatory Authority (PSIRA), and from the accredited centre. g) The Security Officers must understand and be able to implement the Control of Access to Public Premises and Vehicle Act No. 53 of 1985, and all relevant legislations.			
Control Room			
a) This Control Room must be located within the Gauteng. The service provider must be able to replace security officers within 60 minutes of being notified of shortages. The service provider must be able to react from the Control Room and report at the Client site by vehicle within 30 minutes of being notified of an emergency. b) The infrastructure of the Control Room should be a fixed structure built of brick and mortar erected, in place and in operation during application for the tender, i.e. well established and equipped 24-hour security control room. There should be communication ability (phone) c) The Control Room must be manned 24 hours a day (Proof in this regard could be required during possible site visits such as duty			

lists and completed occurrence book etc.) FAILURE TO COMPLY WITH THE REQUIREMENTS WILL DISQUALIFY THE TENDERER			
Minimum wages 1. It is expected that the contractor shall pay his/her employees at least the minimum monthly basic wage, as prescribed by the Sectoral Determination and any other law. NB. The ARC shall pay the contractor and within 30 days upon submitting of correct invoice after completion of the monthly service.			
2. It should be noted that the payment of salaries for security officers would not be dependable on the payment of invoices submitted to the ARC. The ARC will require proof of monthly salary payment from the successful bidder.			
Assumption of duty The successful contractor must be in a position to supply services within one month after the date of formal contract i.e. from the date of receipt of an official appointment letter and purchase order.			
Provision of personnel in crises situations Contractors must, in consultation with the ARC Security Manager, undertake to provide certain and reasonable number of staff as required for the rendering of service at the site during crises. Failure to consult with ARC Security Manager will result in this matter being regarded as been unauthorised and may lead to termination of the contract. If there are any additional costs incurred, the service provide should engage/negotiate with the ARC.			
Security Service a) The norm/quality of the service to be rendered must be in accordance with PSIRA, the acceptable standard of the trade concerned.			
b) It is the responsibility of the successful contractor to see that personnel in his service and especially those employed for the rendering of this service, meet the requirements at all times. Failure to meet any of these requirements may result in the termination of the contract. All possible steps shall be taken by			

the contractor to ensure that the intended execution of this agreement takes place. These steps include, <i>inter alia</i>, the following: • The protection of ARC officials against injuries, death or any other offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977 as amended);			
• The protection of ARC property at the intended sites and the protection of said property against theft, robberies, vandalism and fire etc;			
• The Protection of Information			
• The service provider will be obliged to comply with the ARC policies.			
Security personnel compliance a) All security officers must be South African Citizens.			
b) Security officers must be able to communicate, read and write in English. The ARC is a Research Institute therefore basic education is crucial, a minimum of grade 10 and matric certificate will be an added advantage.			
c) Security Officers must not be younger than 18 years of age.			
d) The Security Officers supplied to render the service, must at least have a minimum of (5) five years security experience for Grade C and minimum of (10) ten years for Supervisors at Grade B.			
e) The ARC holds the right to screen (and/or interview) the Security Officers supplied to render the service within (7) seven days after commencement of their respective service and to verbally request an immediate replacement should the Security Officer not meet the criteria or perform to the accepted standard. Replacement of guards remains the prerogative of the client and it can happen any time during the duration of the contract if deemed necessary.			
f) On commencement the successful contractor must submit recent SAPS Criminal Record Centre clearance certificates, (at his/her own expense) within 30 days after the award of the tender to the ARC Security Manager in respect of all personnel he/she supplies to render the service.			

g) The ARC reserves the right to change/vary the number of security guards required per sites at its discretion and in accordance with operational requirements, before and after the awarding of the tender.			
Oath of secrecy and vetting			
a) All security personnel as well as all personnel and management involved with the Security Services of the ARC shall at the commencement of this agreement sign an "Oath of Secrecy" declaration and submit the declaration to the ARC Security Manager.			
b) The Supervisor and Security officers must sign an undertaking in which they declare that they will refrain from any action, which might be to the detriment of the ARC in general.			
c) The Supervisor and Security Officers are prohibited from reading documents or records in offices or the unnecessary handling thereof.			
d) The Contractor or any of his/her may furnish employees no information concerning the ARC activities to the public or media.			
e) All security personnel, directors and the Company itself shall be subjected to vetting prior to the commencement of the services and as when deemed necessary for the duration of the contract.			
f) For all NKP sites, vetting of all employees will take place as per the relevant legislations and regulations.			
General requirements for security personnel The following general requirements apply:			
a) At all times Security Officers must present an acceptable image and appearance which implies, <i>inter alia</i> , that they may not sit, lounge about, sleep, smoke, eat or drink while attending to third parties or the public.			
b) The Supervisors and Security Officers must at all times present a professional dedicated attitude. A professional dedicated attitude approach shall imply, <i>inter alia</i> , that there shall be no unnecessary arguments with visitors/staff or discourteous behaviour towards them.			
c) The Supervisors and Security Officers must be physically healthy and medically fit for the execution of their duties. The successful			

bidder should present the medical fitness certificates for their employees.			
d) The ARC reserves the right to ascertain from the Private Security Industry Regulatory Authority as to whether the supervisors and Security Officers are in good standing with the PSIRA at any given time during the contract period.			
e) Improper behaviour when addressing the public will not be allowed.			
Uniforms and identification The Contractor shall undertake to ensure that each member of his/her security personnel will at all times when on duty have: a) A neat and clearly identifiable uniform (<i>not something like</i>) of the company, which will include matching raincoats and overcoats for personnel performing duties outside the building.			
b) For Security Officers performing duties at duty point's specific and clear identification is required.			
c) A clear identification card of the company with the member's photo, identification, staff number and designation on it, worn conspicuously on his/her person at all times.			
d) The valid identification card issued by the Private Security Industry Regulatory Authority must be worn at all times.			
e) Personal Protective Equipment (PPE)			
Maximum shift hours No security personnel may be allowed to work a daily shift longer than (12) twelve hours. Double shift will be penalized according to penalty clause in the Service Level Agreement (SLA)			
Inspections a) A thorough inspection of the service shall be performed by ARC security officials as well as the Contractor himself/herself at least every (2) two weeks.			
b) The ARC reserves the right to inspect the service rendered by the Contractor at any time, in order to ensure that the service is rendered is in accordance with the conditions of the contract and the site specifications and procedures.			
General			

a) The Contractor's personnel must at all-time refrain from littering and they must keep the grounds/building/work area occupied by them clean, hygienic and neat.			
b) Under no circumstances will any security personnel be allowed to trade on the premises.			
c) The Contractor shall not erect or display any sign, printed material, painting, nameplates, advertisement, and article or object of any nature whatsoever, in, or to the ARC's buildings, sites, or any part thereof without written consent. The Contractor shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable.			
d) Any signs, pictures of ARC properties and infrastructure, printed material, painting, nameplates, advertisements, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed. The Contractor shall be held responsible for the costs of such removal and the damages incurred because of such removal.			
Duties of Security Officers			
a) To act as an authorised official in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).			
b) To perform access control duties as prescribed, patrol premises, and execute functions required by the ARC (including the safeguarding of personnel, property and information).			
c) To record events/incidents in the prescribed Occurrence Book and report it to the shift supervisor and Contractor.			
Additional requirements			
a) The Contractor Roving Supervisor or his representative in compliance regulations must inspect once per day (weekends and public holidays included) and twice per night shift security Officers.			
b) A direct line of communication must be established between the security officers and/or ARC armed response unit and the control room of the Contractor.			
c) The contract is valid for a period of (2 months) two months and the ARC reserves the right to terminate the contract with immediate effect if the ARC is unsatisfied with the services			

rendered by the Contractor. This will be done in line with the legislation, policies of the ARC and SLA conditions. Should the circumstances change, the ARC shall amend the requirements of the contract in consultation with the contractor.			
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PENALTY PROVISIONS			
a) Failure to comply with Requirements will result in the penalty, which is provided for in the service level agreement (SLA).			
b) Failure to render a satisfactory service will result in the termination of agreement or the contract.			
c) Failure to provide the agreed upon number of security officers: Penalty in the amount equivalent to the hourly rate/salary of a particular grade of security officer that was supposed to have been provided.			

CONTRACTOR'S RESPONSIBILITIES			
a) Oversees all security activities performed by security personnel.			
b) Handles all problems experienced by security personnel on site.			
c) Attends all problems regarding payment and family problems of Security Officers.			
i. Ensures that the equipment required according to the specification is on site and reported to client if they are in for repairs.			
ii. Be involved in any security operations and manage special events from the Contractor's point of view.			
iii. Ensures that Security Officers are given continuous training at least once a year.			
iv. Shortage of security personnel should be recorded in the occurrence book by the supervisor. ARC shall be informed (within two hours) and also keep their own record with regard to shortages of Security Officers.			
v. Ensures that the Contractor's security officers are familiar and knowledgeable on how to handle emergency situations.			

vi. Ensures that registers are clean, neat, legible and updated at all times.			
vii. Ensures that the Security Officers are always in uniform and display their registration cards.			
viii. The Contractor's Managing Director must hold quarterly meetings with the ARC – Central Office and Operational Managers to hold monthly meetings at Institute level.			
ix. Ensures that all security staff understands the needs and expectation of the secondary clients (visitors) and primary clients (employees) of the ARC.			
x. The Contractor must provide adequate security personnel as required by the ARC for the successful rendering of security service at all times throughout the contract.			
xi. Ensure that security personnel present themselves well to the staff members and to the public.			
xii. The Contractor will be held liable for any damages or loss suffered by the ARC, as a result of the Contractor's own or his employees' negligence or intent, which originated on site due to but not limited to labour actions by the employees and/or sub-contractors' employees under control of the Contractor.			
xiii. The ARC shall not be held liable for any loss or damage of any nature to any of the Contractor's properties or any items kept at the ARC sites, even in cases where the loss originated as a result of negligence or intent on the part of the ARC.			
xiv. The ARC is indemnified against any loss, expense or damage which may be sustained by any third party, as well as any claim or legal proceedings and legal expenses, including attorney and client costs, that may be instituted against or incurred by the Contractor, and which arise from or are the result of any act or omission by the Contractor or an employee or agent of the Contractor in connection with the execution of the			

services in terms of this contract which may result in the following cases:			
a) 2.4.17.1 Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.			
b) 2.4.17.2 Damages to or destruction of any equipment or property of the Contractor during the execution of their duties.			
c) 2.4.17.3 Any claims and legal costs which may ensue from the failure by or acts committed by security personnel against third persons, which acts include:			
d) 2.4.17.4 Illicit frisking, arrests and other illicit or wrongful deeds.			
e) 2.4.17.5 The Contractor shall be notified in writing of the particulars of each claim he/she is liable for.			
▪ The Contractor must, at his own expense, take out sufficient insurance cover against any claims, costs, loss and/or damage ensuing from his obligations and he/she must ensure that such insurance remains operative for the duration of this contract.			
▪ A copy of such insurance contract shall be handed to the ARC representative on commencement of the service.			
▪ The Contractor may not use any of the ARC's equipment, aids and/or property, for purposes of compliance with the conditions, which equipment, aids and/or property include, <i>inter alia</i>, vehicles, stationery, firearms, houses, rooms and furniture.			
▪ The Contractor is responsible for the training of his/her personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.			
▪ The Contractor's personnel must at all times refrain from littering and must at all times keep the grounds occupied by them clean, hygienic and neat. The Contractor shall, at the end of each shift, remove any littering caused by the dogs and/or security personnel of the contractor.			
▪ The Contractor shall provide a duty roster for the coming week at the site.			
▪ Incidents should be reported promptly to the ARC management.			
▪ The Contractor shall inform the ARC of date of payment of officers.			
▪ The Contractor must abide by all relevant OHS legislation and will accept responsibility for his own staff and actions.			

▪ The Contractor and/or its employees may not conduct, convene or attend meetings or gatherings with personnel, staff organisations, unions or any other third parties, on the premises of the ARC without the prior written consent from the ARC.			
▪ The Contractor must at all times ensure sufficient staff is available to relieve absent personnel during their absenteeism.			
▪ The Contractor must inform the ARC of any existing and/or pending recognition agreements with labour unions, and the names of shop stewards and officials representing the Contractor's personnel.			
▪ The Contractor must at all times ensure compliance with all bargaining council agreements and or negotiated agreements with other labour organisations.			

SECURITY OFFICERS RESPONSIBILITIES/IDENTIFICATION			
▪ Practice Access Control procedures in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).			
▪ The Security Officers shall be responsible for the protection of ARC property on the site, and the protection of the said property against theft, fire and vandalism.			
▪ The protection of the ARC officials against any injuries, threat of any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act (Act 51 of 1977).			
▪ Protect ARC information against any espionage and/or leakage to third parties.			
▪ Controlling or reporting on the movement of persons or vehicles through checkpoints or gates.			
▪ Conduct searches in terms of the Control of Access to Public Premises and Vehicle Act (Act 53 of 1985).			
▪ Patrol the premises and all buildings of ARC, physically and electronically.			
▪ React to emergency situations.			
▪ Ensure that security registers are up to date and kept legible and neat at all times.			
▪ Escort employees, visitors, contractors where necessary.			

▪ Security Officers are prohibited to bring to work any facilities other than those required for execution of their duties.			
▪ Security Officers shall report on duty on time as requested by the ARC.			
▪ Security Officers found guilty of any offence stipulated in this agreement shall be removed from site immediately.			
▪ Security Officers should avoid any conflicts with the staff members or members of the public.			
▪ Security Officers shall report any lost and found articles and goods to supervisors.			
▪ Security Officers who are under the influence of any intoxicated substance cannot be allowed on site.			
▪ Act as an emergency officer during emergency situation until the arrival of ARC staff members and emergency services.			
CODE OF CONDUCT FOR SECURITY SERVICE PROVIDERS AND RESTRICTIONS OF SECURITY PERSONNEL All security service providers Compliance to the CODE OF CONDUCT FOR SECURITY SERVICE PROVIDERS, 2003			