



provincial treasury

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CORPORATE SERVICES Information Management Services

INTERNAL MEMO

SPECIFICATION FOR THE SECURITY SERVICES FOR UNITED BUILDING, INDUSTRIAL SITE, MAHIKENG.

1. Operational conditions

1.1 Service required

The security service is required to provide minimum physical security standards such as, **access control, patrol and protection services at United building, Industrial Site, Mahikeng.**

Security Requirements

Quantity	Description
01	Unarmed Security Officer(S/O) – Grade B, Day Shift 06:00 – 18:00.
05	Unarmed Security Officer(S/O) - Grade C, Day Shift: 06:00 - 18:00.
03	Unarmed Security Officer(S/O) - Grade C, Night Shift: 18:00 – 06:00

- All security officers are to be registered with PSIRA (current) and registered to the required grade by a PSIRA accredited training institution. Proof of documentation must be available on request.
- All security officers are to be uniformed and appropriately attired while performing their duties.

- The security personnel must always have the identification cards when on duty.
- Security Officers are to be visited at least once per day shift and at least twice per night shift by Service provider to ensure that proper security is maintained. Such visits are appropriate remarks that must be noted in occurrence book.

1.2 Duties

- 24 hours guarding and protection of all business property and assets.
- Patrolling/clock services – inspection rounds and patrols
- Managing of access control on entrances and exit points
- Screening by determining if a person is a legitimate visitor and if his/her reason for visiting the premises is a valid one. During the process, you must establish the authenticity of a person's identification document (ID).
- Registering all visitors entering all business premises (visitors' register must be compiled for every visitor and the register must require full particulars of the visitor, visitor's registration and address)
- Keep all doors/windows closed and locked when they are not used or attended
- Recording of occurrences daily
- Reporting of any security breaches and violations

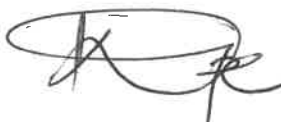
1.3 Security equipment provided by service provider

- Uniform (2 set per S/O)
- Portable hand held two-way radios (to be programmed to Contractor's frequency) with base station at control room 2 per Security Officer(S/O) (per site)
- Whistle 1 per S/O
- Hand held LED spot light (with rechargeable batteries)2 per site
- Pen; Occurrence book will only be written in black and red 1 per site
- Pocket books 1per S/O
- Cell phones (Where applicable) 1per site
- Baton and hand cuffs 1 per S/O
- Entry control forms for visitors
- Incident report register
- Occurrence book
- Pepper spray 1 per S/O
- Handcuffs 1 per S/O
- Hand metal detector x1

1.4 Contractor's responsibilities

- Oversees all security activities performed by security personnel.
- Parade to be held before each shift,day/night start to check cleanliness,and fitness of S/Os
- Handles all problems experienced by security personnel on site.
- Ensures that the equipment required according to the specification is on site and reported to client if they are in for repairs.
- Ensures that the security officers are familiar and knowledgeable on how to handle emergency situations.
- Ensures that registers are clean, neat, legible and updated at all times.
- Ensures that the Security Officers are always in uniform and display their registration cards.
- The Service Provider must hold monthly meetings with the Departmental security services.

- The Service Provider must provide adequate security personnel as required by the Provincial Treasury for the successful rendering of security service at all times throughout the contract.
- Ensure that security personnel present themselves well to the staff members and to the public.
- The Service Provider will be held liable for any damages or loss suffered by the Provincial Internal Audit, as a result of the Service Provider'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 Service Provider.
- Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.
- Incidents should be reported promptly to the Departmental security services.
- The Service Provider must at all times ensure sufficient staff is available to relieve absent personnel during their absenteeism.
- Security Officers are to be visited at least once per day shift and at least twice per night shift by Service provider to ensure that proper security is maintained. Such visits are appropriate remarks that must be noted in occurrence book.
- The Service Provider shall have Liability insurance cover which must be submitted to the department.
- Ensure that Company and its personnel providing services on site are screened (cleared) in line with MISS clearance. The security clearance includes criminal record checks by the South African Police Services and vetting investigation by National Intelligence Agency where necessary.
- The Service Provider will sign the service level agreement with the department where services are to be rendered within seven (7) working days after the contract has been awarded.


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