

SECTION 2.1 SPECIFICATIONS**THE PROVISION OF GATE GUARD SERVICES AT THE PREEKSTOEL, JONGENSFONTEIN, ELLENSRUST AND WITSAND MIDDLE CAMP FOR A PERIOD OF THREE (3) YEARS.**

Bidders are invited to submit tenders to render gate guard services for the next 3 budgetary years starting 1 July 2025 and ending 30 June 2028. The tender amounts for the services to be rendered must be indicated in the summary hereafter for December 2025. The dates there-after for 2026 and 2027 will be for the same **number of days and number of employees** but the time frames will be communicated 30 days in advance for the December holiday periods. Please note that no additional amounts will be paid on public holidays and Sundays during the December and January holiday periods, other than the tender amount per day provided for in the sheet below, therefore please consider the number of Sundays and public holidays over these periods and make provision to comply with the conditions of the Labour Relations Act No. 66 with regards to remuneration on Sundays and Public Holidays.

GATE GUARD AND SECURITY SERVICES**SECTION A: DECEMBER / JANUARY HOLIDAYS**

CAMP	DATES	SHIFTS	NUMBER OF PERSONS PER SHIFT
Jongensfontein (30 Days)	10/12/2025	06:00-14:00	1 Gate Guard
	TO		
	08/01/2026	14:00-22:00	1 Gate Guard
Ellensrust (30 Days)	10/12/2025	06:00-14:00	1 Gate Guard
	TO		
	08/01/2026	14:00-22:00	1 Gate Guard
Preekstoel (25 Days)	12/12/2025	06:00-14:00	2 Gate Guards
	TO		
	05/01/2026	14:00-22:00	2 Gate Guards
		22:00-06:00	2 Gate Guards
Witsand Middlecamp (25 Days)	15/12/2025	06:00-14:00	1 Gate Guard
	TO		
	08/01/2026	22:00-06:00	1 Gate Guard

Duties and Responsibilities of the **Guards** are described below:

Specifications	Comply Yes/No	Page to reference
1. Control the movement of all vehicles in and out of the resort.		
2. Ensure that vehicles have legal permits to allow them to enter the camp.		
3. Report all irregularities immediately to the office. Ensure that the visitors/vehicles without the necessary permits / tags park outside of the resort.		
4. Attend to access related complaints.		
5. Attend to complaints with regard to loud music in the caravan park.		
6. In the absence of the Clerk:		
6.1. Receive visitors at the resort and hand over keys / tags if visitors arrive after office hours (between 16:30 and 07:45). No payments may be received		
6.2. Keep a record of all keys / tag's issued and reports to the Clerk / Office Assistant at the first opportunity that the office is open again so that deposits / payments can be collected from the visitors. Make sure that visitors sign the key register.		
6.3. Provide resort rules to all visitors and make sure the visitor signs the relevant register as acknowledgement of receipt of the rules		
6.4. Report any irregularities or emergencies immediately to the person in the office or who is the designated contact person.		
6.5. Resolve all access related complaints and if the complaint is of such a nature that it requires further attention or cannot immediately be resolved, it should immediately be reported to the person in the office or the designated contact person. Record complaints in a register.		
6.6. Ensure that all visitors leave their keys / tag's on departure at the guard office. All keys / tag's in the possession of the guard at the end of a shift, should be placed in the key holder at the office.		
6.7. The guard must while on duty at all times be available on his private cellphone with his own airtime where he can be reached and the guard must make contact with the Clerk / Office Assistant or Camps Coordinator in case of an emergency.		
6.8. Any other reasonable task related to your functions.		

GENERAL

Specifications	Comply Yes/No	Page to reference
1. The bidder will be paid 40% of the total tender amount for the period December 2025 on the 18 of December 2025 and 60% of the total tender amount will be paid on the 15 th of January 2026. Please ensure that the invoices reach the Camp Coordinator 5 working days before the above-mentioned payment dates.		
2. The payment dates for the other periods will be communicated by the Manager: Camps and Occupational Health & Safety to the successful bidder 30 days before the commencement date of that working period.		
3. The bidder must ensure that the total number of guards as required in terms of the tender document is at the relevant check in point and signs the attendance register which must at all times be available at the caravan park.		
4. The bidder is responsible for the transportation of the guards at his/her own cost and the total cost as indicated on the tender must include transportation cost.		
5. Should the Camp Coordinator receives any complaint in regards to the personnel of the bidder not performing their duties in terms of this tender the bidder must meet with the Camp Coordinator within 2 hours of the time the bidder is contacted by the Camp Coordinator.		
6. Municipal personnel will be allocated to oversee/inspect the work of the bidder's personnel and should the bidder's personnel not perform their duties as required in terms of the tender document the Camp Coordinator will be notified and the bidder will be requested to rectify the situation immediately.		
7. Should the bidder after a written warning issued by the Camp Coordinator clearly stating the reason that the bidder does not comply with the specifications of the tender and the reasons therefore and the bidder still does not comply with the specifications as set out in the tender, the Municipality may cancel the bid without payment of any of the tender amount.		
8. The bidder is fully responsible for the accommodation of his/her personnel, where applicable.		
9. The bidder, when submitting his tender, must take into consideration his resources and ability to deliver the service at the various locations that he submits a tender for so that he/she is able to effectively monitor and oversee the work as stipulated in this tender document.		
10. The bidder is fully responsible for the behavior and performance of the personnel. NO employee of the bidder is allowed to listen music on his phone while working at the Caravan Park.		
11. The bidder is fully responsible for wages of his personnel and the Municipality will not enter into conversations or negotiations with regard to any remuneration or work-related matters with the bidder's personnel. The bidder must bring this to the attention of his personnel.		
12. The bidder and his personnel will only communicate with the public through the Camp Coordinator or his/her delegate.		
13. The bidder is fully responsible and accountable for the health and safety of his or her personnel on duty according to the Health and Safety regulations.		
14. The bidder is fully responsible to provide his/her own transport and		

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accommodation for his/her personnel. No free accommodation will be made available at the Caravan Park.		
15. The Hessequa Municipality will not be held responsible or accountable for any injury, harm or losses by any worker of the bidder, the bidder personally or any other person whatsoever.		
16. It is required that the guards be registered at PSIRA – Grade D or E (Proof must be submitted)		

11. Penalty fee

- 11.1 **A penalty fee of R500.00 of the total contract amount will be levied if any of the following scenarios should present itself:**
- 11.2 If the number of personnel as required i.t.o the specifications are not present at the Caravan Park, a penalty of R500.00 per person will be levied.
- 11.3 If a written warning is issued regarding poor service delivery. A written warning will be issued if 5 templates as per **Annexure B** has been issued to the bidder.

The succesful bidder must also supply the following items at his/her own expense:

- A. All clothing and all other safety items that are required by Law and also by the guards to effectively perform the guard duties. This includes a presentable uniform dress such as a security guard uniform (top part being reflective) with the bidder's company name at the back, as well as the wording "Gate Guard" the guard's name in front of the uniform, pepper spray, a tonfa/baton, cellular phone with airtime, etc.
The guards must always be available on their cell phones and must have enough airtime to make a call when necessary to report incidents or emergencies.

Failure to provide the information or adhere to the conditions as stated above, may result in your tender being declared non-responsive.

DECLARATION,

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE:

NAME:

CAPACITY: DATE:

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