



Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

ANNEXURE A

TERMS OF REFERENCE FOR PHYSICAL GUARDING SERVICES IN LIMPOPO ICASA's REGIONAL OFFICE FOR THE PERIOD OF TWELVE (12) MONTHS AT ISIMINI OFFICE PARK, BENDOR, POLOKWANE.

1. Guard monitoring system.

A monitoring system must be installed by the service provider for patrolling purposes at the site. The system must allow for immediate intervention if out of sequence events occur. ICASA will be provided with access to the system via a web portal for reporting purposes.

2. Security staff complement and hours of service.

Description	Grade	Quantity	Area
(Day Shift): Mon - Sun (06h00-18h00) including Public Holidays.	C	One (1)	Reception area & access control
(Night Shift): Mon-Sun (18h00-06h00) including Public Holidays.	C	One (1)	Main gate & general patrols

3. Minimum security aid requirements.

- 1 x base station radio and must be ICASA approved
- 1 x two-way radio
- 1 x Rechargeable Torch
- 1 x Handcuff
- 1 x baton
- 1 x firearm both day and night shift
- 1 x site cellphone
- Occurrence books, pocket books and pens
- Rain coats, baseball caps, reflector jackets and Umbrellas
- Corporate uniform for dayshift and field dress for nightshift
- Any other additional items /aids required by statutory legislation must be provided in addition to those mentioned above.

4. Briefing Session

No briefing session

5. Mandatory requirements

1.5.1 PSIRA certificates for both the Company and the Director

1.5.2 Proof of past three (3) reference letters with the company letterhead where similar services were rendered (physical guarding)

NB: Failure to submit the following requirements will disqualify the bidder's submission.

For any enquiries, please contact Foletsi Molepo at 012 568 3700/cellphone number 082 9500 904.