

## **CONTRACT DATA**

**A contract between**

**SENTECH, Sender Technology Park, Radiokop, Octave Road, Honeydew,  
and**

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**for the**

**Appointment of a Service Provider to render Security Services at Sentech Head Office; Nasrec and Sentech Tower for a period of three years.**

**Bid Number: XX**

Appointment of a Service Provider to render Security Services at Sentech Head Office; Nasrec and Sentech Tower for a period of three years.

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## PART C1: AGREEMENTS AND CONTRACT DATA –

### Form of Offer and Acceptance

#### Offer

Sentech, identified in the acceptance signature block, has solicited offers to enter into a contract for the Appointment of a Service Provider to render Security Services at Sentech Head Office; Nasrec and Sentech Tower for a period of three years

The Bidder, identified in the offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Bid schedules, and by submitting this offer has accepted the conditions of the Bid.

By the representative of the Bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Bidder offers to perform all of the obligations and liabilities of the Bidder under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

#### **THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF APPLICABLE TAXES; (in the Bids applicable currency).**

\_\_\_\_\_ (amount in words);  
\_\_\_\_\_ (amount in figures)

***NB: The Prices quoted above is the total Bid offer inclusive of all applicable taxes for the Contract duration. The price must be carried over from the price breakdown / schedule of rates provided in the Bid document.***

This offer may be accepted by Sentech by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Bidder in the conditions of contract identified in the Contract Data.

**Bidder's Signature(s)** \_\_\_\_\_

**Signed by the Bidder at** \_\_\_\_\_ **on this the** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

**Name(s)** \_\_\_\_\_

**Capacity** \_\_\_\_\_

**Address (*Domicillium*)**

\_\_\_\_\_  
\_\_\_\_\_

## Acceptance

By signing this part of this form of offer and acceptance, Sentech accepts the Bidder's offer. In consideration thereof, Sentech shall pay the Bidder the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the Bidder's offer by the signature by Sentech shall form an agreement between Sentech and the Bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and contract data, (which includes this agreement)

Part C2 Pricing data

Part C3 Scope of work.

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto as listed in the Bid schedules as well as any changes to the terms of the offer agreed by the Bidder and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from the said documents are valid unless contained in this schedule of deviations.

Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Bidder within five working days of the date of such receipt notifies Sentech in writing of any reason why it cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

**Sentech's Signature(s)** \_\_\_\_\_

**Signed by Sentech at** \_\_\_\_\_ **on this the** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

**Name(s)** \_\_\_\_\_

**Designation** \_\_\_\_\_

**SENTECH SOC LIMITED,**

Sender Technology Park

Octave Road

Radiokop

Honeydew

Johannesburg

**Date** \_\_\_\_\_

**Upon acceptance by Sentech of the Bidder's offer, a contract will come into existence.**

## SCHEDULE OF DEVIATIONS

**Notes:**

- 1 The extent of deviations from the Bid documents issued by the Sentech before the Bid closing date is limited to those permitted in terms of the conditions of Bid.
- 2 A Bidder's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- 3 Any other matter arises from the process of offer and acceptance either as a confirmation, clarification or change to the Bid documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
- 4 Any change or addition to the Bid documents arising from the above agreements and recorded here shall also be incorporated into the Contract.

1. **Subject** \_\_\_\_\_

**Details** \_\_\_\_\_

2. **Subject** \_\_\_\_\_

**Details** \_\_\_\_\_

3. **Subject** \_\_\_\_\_

**Details** \_\_\_\_\_

4. **Subject** \_\_\_\_\_

**Details** \_\_\_\_\_

By the duly authorised representatives signing this schedule of deviations, Sentech and the Bidder agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Bid schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Bidder and Sentech during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the Bid documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

## **Contract Data**

### **Part one - Data provided by Sentech given in all contracts**

#### **1. The Purchaser is**

**SENTECH SOC LIMITED,**  
Sender Technology Park  
Octave Road  
Radiokop  
Honeydew  
Johannesburg

#### **2. General**

The National Treasury General Conditions of Contract for goods and services (NT GCC, 2010) or General Conditions of Contract for Works (2015) as issued by National Treasury and the Construction Industry Development Board of the Republic of South Africa apply, respectively.

The goods are specified in the Scope of Work. The Special Conditions of Contract (SCC) are stipulated in the Tender Data.

#### **3. Goods information:**

The *Goods Information* is in the document called "Scope of Work" and in the documents and drawings referred to by it.

#### **4. Terms of Delivery**

The *Terms of Delivery* are contained in the General Conditions of Contract (GCC) and Special Conditions of Contract.

#### **5. Language**

The *language* of this contract is English.

#### **6. Governing Laws and Jurisdiction**

The Contract shall be governed by and interpreted according to the laws of the Republic of South Africa.

In the event of a conflict between or inconsistency in the laws applicable in the various provinces of the Republic of South Africa, the law as applied and interpreted in the Gauteng Province shall prevail.

The parties irrevocably submit to the exclusive jurisdiction of the South Gauteng High Court, Johannesburg in respect of any action or proceeding arising from this Bid.

This Bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC are in conflict with the GCC, the SCC shall prevail.

#### **7. Sub-contracting post award**

A Bidder awarded a Bid may only enter into a subcontracting arrangement with the approval of Sentech. The successful bidder may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the Bidder concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

#### **8. Transformation Plan**

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan shall be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

## **9. Warranty**

The warranty period is 12 months after Delivery.

## **10. Payment**

The method and conditions of payment are contained in the Tender Data, GCC and SCC.

The interest on late payment is 0 % per complete week of delay.

## **11. Currency**

South African registered businesses that purchase equipment overseas and quote in foreign currency will be required to provide Sentech a 6-month forward cover contract on appointment. The 6 months forward cover will be re-negotiated and renewed every 6 months should the contract term on this tender be longer than 6 months.

## **12. General - Prices**

Unless approval has been obtained from Sentech, no adjustment in contract prices will be made. Applications for price adjustment must be accompanied by documentary evidence in support of any adjustment.

## **13. Price Negotiations**

Sentech reserves the right to negotiate market related prices. If market-related prices are not agreed to, Sentech reserves the right to cancel the Bid.

## **14. Liabilities indemnities and insurance**

Insurance is required from the Bidder in respect of delivery and transportation where applicable.

## **15. Disputes**

Should any dispute, disagreement or claim arise between the parties ("the dispute") concerning this Agreement, the parties shall try to resolve the dispute by negotiation. This entails one party inviting the other party to meet and attempt to resolve the dispute within fourteen (14) days from the date of the written invitation.

If the dispute has not been resolved by such negotiation as referred to in this clause above, the Parties shall submit the dispute to the Arbitration Foundation of Southern Africa ("AFSA") for administered mediation, upon the terms set out by the AFSA secretariat.

Failing such resolution, the dispute shall be resolved by arbitration in accordance with the rules and procedures of AFSA by an arbitrator appointed by AFSA. Where the arbitration route is followed, the dispute must be adjudicated within Johannesburg in the English language and finally resolved in accordance with the rules of AFSA, by an arbitrator or arbitrators appointed by that Foundation.

The provisions of this clause shall not preclude any party from obtaining relief from a Court of competent jurisdiction. To this extent, the Parties hereby consent to the jurisdiction of the South Gauteng High Court, Johannesburg, South Africa. The provisions of this clause shall continue to be binding on the Parties, notwithstanding any termination or cancellation of this Agreement.

## **16. Termination**

Sentech shall have the right, at its sole and exclusive discretion, upon written notice to the Bidder, to terminate this Agreement, in whole or in part should the Bidder fail to perform any of its obligations or deliver any deliverable timeously or should Sentech not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of Sentech.

Sentech shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Bidder in terms of the Agreement and the Bidder indemnifies Sentech against all costs incurred by Sentech in appointing such third party to fulfil the obligations of the Bidder.

Sentech shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Bidder.

## 17. Contract Term

This contract will run for a period of \_\_\_\_\_ months.

## 18. Supplier Due Diligence

Sentech reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits.

### **Sentech's Representative is**

Name: Mr Zunaid Adams

Address: **SENTECH SOC LIMITED,**  
Sender Technology Park  
Octave Road  
Radiokop  
Honeydew  
Johannesburg

Tel No. 0114714400

Email: adamsz@sentech.co.za

Sentech's Representative is the Executive: Legal and Regulatory.

## 14. Delay damages

As stipulated in the Special Conditions of Contract.

## Contract Data

### **Part two - Data provided by the Bidder**

#### **Statements given in all contracts**

#### **The Bidder is:**

Name \_\_\_\_\_

Address \_\_\_\_\_

a company / close corporation / partnership duly incorporated in accordance with the laws of the Republic of South Africa.

## PART C2: PRICING DATA

### Price List

#### SENTECH HEAD OFFICE – STP

The Sentech Head Office is divided into the following sections –

##### 1.1. Main Entrance

DESCRIPTION	RATE		Total Cost Per Annum (VAT Excl.)
	Quantity	Per Month	
<b>Security Guards Grade C (Day Shift):</b> Mon – Fri, Public holidays and weekends (06h00-18h00)	3	R	R
<b>Security Guards Grade C (Night Shift):</b> Mon – Fri, Public holidays and weekends (18h00-06h00)	2	R	R
<b>Hand radio</b>	2	R	R
Guard monitoring system	1	R	R
<b>Security Overheads</b>		R	R
Total Cost: <b>Year 1</b> (Vat inclusive)			
Total Cost: <b>Year 2</b> , including escalation (VAT Excl.)	Escalation Percentage _____ %		R
Total Cost: <b>Year 3</b> , including escalation (VAT Excl.)	Escalation Percentage _____ %		R
<b>Grand Total for 03 years (VAT Exclusive)</b>			
<b>Grand Total for 03 years (VAT Inclusive)</b>			

##### 1.2. Main Building

DESCRIPTION	RATE		Total Cost Per Annum (VAT Excl.)
	Quantity	Per Month	
<b>Security Guards Grade C (Day Shift):</b> Mon – Fri, (06h00-18h00)	1	R	R
<b>Hand radio</b>	1	R	R
Total Cost: <b>Year 1</b> (Vat exclusive)			
Total Cost: <b>Year 2</b> , including escalation (VAT Excl.)	Escalation Percentage _____ %		R
Total Cost: <b>Year 3</b> , including escalation (VAT Excl.)	Escalation Percentage _____ %		R
<b>Grand Total for 03 years (VAT Exclusive)</b>			
<b>Grand Total for 03 years (VAT Inclusive)</b>			



### 1.3. National Operations Centre

DESCRIPTION	RATE		Total Cost Per Annum (VAT Excl.)
	Quantity	Per Month	
<b>Armed Security Guards Grade C &amp; NKP (Day Shift):</b> Mon – Fri, Public holidays and weekends (06h00-18h00)	3	R	R
<b>Armed Security Guards Grade C &amp; NKP (Night Shift):</b> Mon – Fri, Public holidays and weekends (18h00-06h00)	3	R	R
<b>Armed Security Guards Grade C &amp; NKP Control room operator (Day Shift):</b> Mon – Fri, Public holidays and weekends (06h00-18h00)	2	R	R
<b>Armed Security Guards Grade C &amp; NKP Control room operator (Night Shift):</b> Mon – Fri, Public holidays and weekends (18h00-06h00)	2	R	R
<b>Hand radio</b>	2	R	R
<b>Base radio station</b>	1		
Guard monitoring system	1	R	R
<b>Security Overheads</b>		R	R
Total Cost: <b>Year 1</b> (Vat inclusive)			
Total Cost: <b>Year 2</b> , including escalation (VAT Excl.)	Escalation Percentage_____%		R
Total Cost: <b>Year 3</b> , including escalation (VAT Excl.)	Escalation Percentage_____%		R
<b>Grand Total for 03 years (VAT Exclusive)</b>			
<b>Grand Total for 03 years (VAT Inclusive)</b>			

#### 1.4. Nasrec

DESCRIPTION	RATE		Total Cost Per Annum (VAT Excl.)
	Quantity	Per Month	
<b>Security Guards Grade C (Day Shift):</b> Mon – Fri, Public holidays and weekends (06h00-18h00)	2	R	R
<b>Security Guards Grade C (Night Shift):</b> Mon – Fri, Public holidays and weekends (18h00-06h00)	2	R	R
<b>Hand radio</b>	1	R	R
<b>Base Radio</b>	1		
Guard monitoring system	1	R	R
<b>Security Overheads</b>		R	R
Total Cost: <b>Year 1</b> (Vat inclusive)			
Total Cost: <b>Year 2</b> , including escalation (VAT Excl.)	Escalation Percentage_____%		R
Total Cost: <b>Year 3</b> , including escalation (VAT Excl.)	Escalation Percentage_____%		R
<b>Grand Total for 03 years (VAT Exclusive)</b>			
<b>Grand Total for 03 years (VAT Inclusive)</b>			

#### 1.5. Sentech Tower

DESCRIPTION	RATE		Total Cost Per Annum (VAT Excl.)
	Quantity	Per Month	
<b>Armed Security Guards Grade C &amp; NKP (Day Shift):</b> Mon – Fri, Public holidays and weekends (06h00-18h00)	2	R	R
<b>Armed Security Guards Grade C &amp; NKP (Night Shift):</b> Mon – Fri, Public holidays and weekends (18h00-06h00)	2	R	R
<b>Hand radio</b>	2	R	R
<b>Base radio</b>	1	R	R
Guard monitoring system	1	R	R
<b>Security Overheads</b>		R	R
Total Cost: <b>Year 1</b> (Vat inclusive)			
Total Cost: <b>Year 2</b> , including escalation (VAT Excl.)	Escalation Percentage_____%		R
Total Cost: <b>Year 3</b> , including escalation (VAT Excl.)	Escalation Percentage_____%		R
<b>Grand Total for 03 years (VAT Exclusive)</b>			
<b>Grand Total for 03 years (VAT Inclusive)</b>			

### 1.6. NKP Supervision

DESCRIPTION	RATE		Total Cost Per Annum (VAT Excl.)
	Quantity	Per Month	
<b>Armed Security Guards Grade B &amp; NKP (Day Shift):</b> Mon – Fri, Public holidays and weekends (06h00-18h00) (two visits per site)	1	R	R
<b>Armed Security Guards Grade B &amp; NKP (Night Shift):</b> Mon – Fri, Public holidays and weekends (18h00-06h00) (two visits per site)	1	R	R
Total Cost: <b>Year 1</b> (Vat inclusive)			
Total Cost: <b>Year 2</b> , including escalation (VAT Excl.)	Escalation Percentage _____ %		R
Total Cost: <b>Year 3</b> , including escalation (VAT Excl.)	Escalation Percentage _____ %		R
<b>Grand Total for 03 years (VAT Exclusive)</b>			
<b>Grand Total for 03 years (VAT Inclusive)</b>			

### 1.7. Firearms

DESCRIPTION	RATE		Total Cost Per Annum (VAT Excl.)
	Quantity	Per Month	
<b>9 mm handguns</b>	5	R	R
<b>Shotgun</b>	2	R	R
Total Cost: <b>Year 1</b> (Vat inclusive)			
Total Cost: <b>Year 2</b> , including escalation (VAT Excl.)	Escalation Percentage _____ %		R
Total Cost: <b>Year 3</b> , including escalation (VAT Excl.)	Escalation Percentage _____ %		R
<b>Grand Total for 03 years (VAT Exclusive)</b>			
<b>Grand Total for 03 years (VAT Inclusive)</b>			

### 1.8. CONSOLIDATED TOTALS FOR ALL 3 SITES

DESCRIPTION			Total Cost (VAT Incl.)
	Total monthly costs	Total costs per annum	Total Cost 3 years (VAT Incl.)
Sentech Head Office	R	R	R
Nasrec	R	R	R
Sentech Tower	R	R	R
Site Supervisors	R	R	R
Security Overheads	R	R	R
Firearms (9mm+shotgun)	R	R	R
Extras: Specify the list + Quantity	R	R	
	R	R	
	R	R	
	R	R	
Total Cost: Year 1 (Vat inclusive)			
Total Cost: Year 2, including escalation (VAT Incl.)	Escalation Percentage _____%		R
Total Cost: Year 3, including escalation (VAT Incl.)	Escalation Percentage _____%		R
<b>Grand Total for 03 years (VAT Inclusive)</b>			

### 1.9. Annual National and Provincial Shooting Programme – Ammunitions

- This is once off in a year, it's for two weeks training before the Programme – This applies to Two NKP Sites only
- One Team must be created to represent the Two NKP Sites at the Programme
- Security Officers Team must be trained to participate in the Programme every year.

Description	Quantity	Two weeks Unit Price incl Vat Year 1	Two Weeks Unit Price incl Vat Year 2	Two Weeks Unit Price incl Vat Year 3
Handgun – Ammunition (04 officers)	10 days			
Shotgun or Rifle – Ammunition ( 04 Officers)	10 days			
Sub - Total				
<b>Total Amount</b>				

GRAND TOTALS 3 SITES and Annual National and Provincial Shooting Programme	GRAND TOTAL incl Vat Year 1	GRAND TOTAL incl Vat Year 2	GRAND TOTAL incl Vat Year 3
	R	R	R

Once –Off Installation and Setup Costs incl Vat	R
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## Optional – Scope of Work – Pricing

Please note that this pricing will not be used for evaluation purposes. Prices however must be aligned to industry and market prices.

### VIP / Close / Escort Protection Services

Element	Unit	incl Vat Year 1	incl Vat Year 2	incl Vat Year 3
Armed VIP/ Escort Guard	1			
Price of Vehicle	1			
Price of Driver	1			
Hand-radio	1			
Surveillance / Monitoring	1			
Body Camera	1			
Other: <i>Please specify</i>				
Other: <i>Please specify</i>				

### Deployment of additional guards and or equipment

Element	Unit	incl Vat Year 1	incl Vat Year 2	incl Vat Year 3
Hand-radio	1			
Armed Security Guard Grade C & NKP qualified	1			
NKP Supervisor Grade B	1			
Base Radio	1			
Guard Monitoring System	1			
Security Guard Grade C	1			
Security Guard Grade A	1			
Dogs	1			

## **PART C3: SCOPE OF WORK**

### **SENTECH'S GOODS INFORMATION**

#### **1. TECHNICAL REQUIREMENTS**

##### **1.1. Glossary of Terms**

Abbreviations	Descriptions
NKP	National Key Point
PSIRA	Private Security Industry Regulatory Authority

## 2. Introduction

Sentech seeks to appointment a Service Provider to render Security Services at Sentech Head Office; Nasrec and Sentech Tower for a period of three years. The services required will cater for two National Key Point facilities and the Nasrec facility which is not an NKP but treated as such.

## 3. Requirements Security Services

The prospective service provider will provide security services and should adhere to the following, namely:

- i) Security personnel must conduct patrol along the perimeter fence around premises blocks 24/7 and record all patrols in the occurrence book in a detailed manner.
- ii) Conduct parking area patrol and check all SENTECH vehicles from 18h00 – 06h00. All parked SENTECH vehicles must be recorded daily in the register to be provided.
- iii) All visitors/contractor's vehicles entering and leaving SENTECH premises must be registered and searched.
- iv) Security personnel at the check point/gate must ensure that all electronic equipment and firearms are declared and recorded in the register.
- v) Security personnel must ensure that all firearms are declared and kept in the safe provided at the entry point and no firearm to be allowed in the premises besides the armed forces when on duty.
- vi) Security personnel must perform their duties in line with the Control Access to Public Premises Vehicles Act. 1985 (Act 53 of 1985) and any other relevant legislation.
- vii) Security personnel at the check point/gate must ensure that all SENTECH staff produces their access cards with ID photos when entering the premises and when an employee has no access card to register their presence on site in the relevant register.
- viii) Security personnel on site must ensure that all incidents are recorded in the Occurrence book and reported immediately to the Site supervisor, who in turn must report immediately to the Security Department at SENTECH.
- ix) All prescribed patrols conducted must be reported in the Occurrence Book.
- x) Patrols must be done in accordance with the guard monitoring system, which must be functional and in good working order always.
- xi) Intervals between patrols must not be longer than 30 minutes including the guarding system patrols. Ad-hoc/unplanned patrols must also be conducted daily.
- xii) Patrols must **not** be done in the same sequence/duration. Time and route must be rotated.
- xiii) During patrols the Security personnel should ensure that:
  - If there are any windows open should be recorded in the occurrence book, per floor and office block.
  - All SENTECH vehicles parked in the premises and outside after working hours should be checked and monitored.
  - All vehicles leaving the premises must be stopped at check point/gate and the Security guards must search the vehicle and also ensure that all SENTECH vehicle drivers produce approved vehicle trip authorizations.
  - Ensure that no suspicious person wanders between vehicles parked inside and outside.
- xiv) Inside office premises, guards will be deployed as follow:

- Security guards to be stationed around main entrance/reception areas and must be fully conversant in English, as they will be interacting with SENTECH clients & stakeholders on a daily basis.
- All electronic equipment entering/leaving the office block should be recorded.
- All visitors entering the premises must complete the visitors register and ensure that the host come and collect the visitor.
- The Supervisor and the security guards are prohibited from reading documents or records in offices or the unnecessary handling thereof. No information concerning SENTECH's activities may be furnished to the public or media by the service provider or any of his/her employees; and
- The Supervisor and the security guards should sign an undertaking in which they declare that they will refrain from any action which might be to the detriment to SENTECH.

### **3.1. Minimum Security Aid Requirements**

Service aids to be used by the security officers at all times are as follows:

- base station radio and must be SENTECH approved
- two-way radio SENTECH approved, including spare batteries
- Rechargeable Torches
- Handcuffs
- Batons
- firearms
- functional cell-phones
- hand-held radios
- Occurrence books, pockets books and pens
- Rain coats, baseball caps, reflector jackets, umbrellas, warm coats, jerseys etc.
- Any other additional items /aids required by statutory legislation must be provided in addition to those mentioned above.

The security uniform must be accommodative of all-weather conditions.

### **3.2. Security Guards/Personnel: Minimum Qualifications**

3.2.1. Security guards must have at least grade 12 and Grade C (PSIRA certificate), with relevant experience and be South African citizens.

3.2.2. Supervisors must have grade 12, Grade B (PSIRA certificate), relevant qualifications and experience for supervision.

3.2.3. Security guards must be able to communicate, read and write at least in English.

3.2.4. Security guards must preferably be 21 years of age and above.

3.2.5. The Security guards must be prepared to work 12 hours per shift.

3.2.6. The Security guards must have valid firefighting training.

### **3.3. Hours of service**

Security guards will be required to work seven (7) days a week, day and night including public holidays.



### **3.4. SENTECH Requirements**

The following must be provided as part of the bid response:

3.4.1. Five (5) references with full details (contact, contact person & email address) of references where you rendered service for the last three years. (References)

3.4.2. The security guards on site must at all times be able to contact their supervisor/control room via the base station or cellular phone for assistance if and when required. There should be a hand-held radio for each post.

3.4.3. Security personnel from SENTECH are always on standby for emergency matters. The contact numbers are displayed in the Control room.

3.4.4. Two-way radios must be provided by the security service provider and must be type approved by ICASA. (Compliance – Provide valid Type Approval certificate/licence).

3.4.5. No Security guards from other companies/members of the public are allowed on the premises or in the security control room.

3.4.6. No visitors are allowed to visit security guards while on duty.

3.4.7. All Security guards on site must be dressed in full and clean uniforms.

3.4.8. Security guards must present an acceptable image and appearance which implies, that they may not sit, lounge about, smoke, eat or drink while attending to staff and public.

3.4.9. The Supervisors and security guards must at all times present a professional dedicated attitude approach, there shall be no unnecessary arguments with visitors/staff or discourteous behaviour towards them.

3.4.10. The Supervisors and security guards must be physically healthy and medically fit for the execution of their duties.

3.4.11. SENTECH retains the right to ascertain from the PSIRA as to whether the Supervisors and security guards are in good standing with PSIRA.

3.4.12. The service provider shall ensure that each member of his security personnel will at all times when on duty be fully equipped. A clear identification card of the company with the member's photo, identification and staff number must be worn on his/her person at all times plus the valid identification card issued by PSIRA.

3.4.13. No security personnel may be allowed to work a daily shift longer than twelve (12) hours.

3.4.14. SENTECH retains the right to require from the contractor that any of his/her employees be replaced, should justifiable reasons exist, in which case the employee must leave the site immediately.

3.4.15. All security personnel shortages must be noted in the occurrence book by the Supervisor.

3.4.16. The service provider's personnel must at all times refrain from littering and they must keep the grounds/ building/ work area occupied by them clean, hygienic and neat.

3.4.17. Under no circumstances will any security personnel be allowed to trade on the premises.

### **3.5. Security Clearances**

The bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status. The preferred service provider will be screened by SENTECH.