

**ANNEXURE A: SITE INSPECTION CHECKLIST**

<b>SITE INSPECTION</b>		
	<b>YES</b>	<b>NO</b>
Functional control room manned 24 hours by well-trained guards / staff who can handle emergency situation.		
Back – up support / Emergency Armed Response capabilities, response times.		
<b>GUARD SERVICES/ EQUIPMENT</b>		
Training of guards – formal training courses offered, refresher training offered, and areas of training. i.e. certificates		
Back-up support / Emergency response capabilities, response times, escort services.		
Communication systems in place between guards – base station – police, occupants, etc.		
Equipment issued to guards, i.e. flashlights, baton, radios, whistle, etc.		
Guard / Patrol routine, i.e. occurrence register / book, frequency of patrols on premises, supervisor patrols / inspections, etc.		
Mobile Guard Room/ evidence of availability i.e. lease contract		

Bidders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: \_\_\_\_\_

## **ANNEXURE B: SPECIFICATION REQUIREMENTS**

### **1. SPECIFICATIONS**

- Contract period: 1 November 2024 – 31 October 2026
- Duration: 2 years

The appointed security service provider shall employ every lawful means to prevent loss of life, property, etc. through damage, theft, explosion, fire, sabotage, espionage and other occurrences. The following security services to be provided:

- Access Control: shall include but not limited to monitoring entering and existing of vehicles, employees/pedestrians into South African Embassy premises inclusive of opening and locking of entrance in line with the South African Embassy Premise's requirements and/or policy.
- Patrolling duties: shall include but not limited to the physical patrolling of South African Embassy premises. Any incidents and/or deviations should be reported and recorded in the occurrence book. Minimum of (8) patrols per 24 hour shift.
- Guarding duties: shall include but not be limited to physical guarding of South African Embassy premises, assets and properties, and assets of visitors e.g. cars.
- Armed response: shall include, but not limited to armed response when called in an emergency situation.
- Panic Button: A panic button linked to the service provider to be installed at the South African Embassy reception desk .Provision of a panic button system linked to the service provider's Control Room and security guard on duty must be supported by armed response.
- Cell phones/two way radio communication: The service provider must supply the security guards on duty with cell phones/ two way radio communication.
- Registers and Document Management: the service provider must keep the occurrence register up to date and handle any unauthorized situations as per procedure and issue the necessary documentation.
- Couriered Packages: The receipt or dispatch of courier packages, after working hours and during weekends, must be recorded.
- Occurrence books: every completed/full book to remain the property of the South African Embassy premises
- Compliance: Identification cards must be carried whilst on duty. All approved security related legislation, codes of conduct and procedure must be complied with.

#### **1.1. SECURITY SERVICES (WORK METHODOLOGY)**

Security personnel must:

- Conduct patrols along the perimeter fence around South African Embassy Official Residences premises;
- Conduct patrols and check all parked vehicles on a regular basis;
- Patrols to be conducted randomly;
- Inspect all vehicles entering and leaving the South African Embassy Official Residence premises
- Security personnel on site must ensure that all incidents are recorded in the Occurrence book and reported to the site supervisor and relevant person at the South African Embassy Official Residence premises;

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- Not patrol in a routine manner. The time and route of the patrol must be rotated.

Ensure that:

- If there are any windows left open in the open-plan areas these should be closed. Windows left open in closed offices should be reported in the Occurrence book; and
- Ensure that no suspicious persons wander next to the South African Embassy Official Residences.

Management:

- Complaints raised by the South African Embassy to be addressed within 24 hours or as agreed;
- The service provider must ensure that all incidents are accurately recorded in the Occurrence Book;
- The security personnel must wear uniform;
- All security breach incidents occurring on site e.g. break-ins and theft must be recorded and reported to South African Embassy immediately

## **1.2. SECURITY STAFF COMPLEMENT AT SOUTH AFRICAN EMBASSY PREMISES (MINIMUM STAFF REQUIREMENT)**

Monday to Sunday (including Public Holidays)

- 06h00 to 18h00: 1 security guard
- 18h00 to 06h00: 2 security guards

Service to be provided for:

**At Official Residence of South African Embassy: 88 Senjaya II, Kebayoran Baru, Jakarta Selatan**

### **1.3. MINIMUM SECURITY AID REQUIREMENTS:**

- Minimum 2 inspection per day (one inspection during the day and one inspection during the night) by the supervisor.
- Emergency response at the South African Embassy Official Residence premises
- 24-hour Armed Response required via radio-link or speed-dial
- Vehicles & equipment to be provided and serviced by company:
  - Rapid response & communication system
  - Vehicle for transporting security guards
  - Liaison mobile phones
  - VHF/UHF (two way) radio set should be in contact with control room of the bidder on a 24 hour basis
  - Rechargeable Handheld metal detectors
  - Torch
  - Electrical\rechargeable light
  - Handheld alarm or whistle
  - Batons
  - Handcuffs
  - Under vehicle search mirror
  - Occurrence Book (OB)
  - Guard dog, with handler (when requested)
- Standard uniform

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- Standard equipment to be specified: Torch, Handheld detectors and batteries

**1.4. SECURITY OFFICERS/PERSONNEL: MINIMUM REQUIREMENTS**

- Must have a police clearance certificate
- Must be 18 years of age and above.
- Must be medically and psychologically fit.
- All security officers supplied by the service provider must be registered as security officers in terms of local law of country of accreditation
- Be assertive enough to enforce security measures as required.
- Security officers tasked with carrying out services must be able to interact in English.

The Security Service Provider’s staff, whether appointed permanently or temporarily to the site (indicated below) are to be neatly dressed at all times in uniform and be courteous and fully aware of the fact that it is a working environment.

**1.5. WORKING HOURS AND RATES**

Security services shall be provided twenty four hours seven days a week.

Bidders must remunerate security officers in accordance with standards rates as prescribed by the local law of country of accreditation.

**1.6. COST ESTIMATES**

- Quotations should be all inclusive of any costs associated with the required service (e.g. security guards, communication means, transport, uniforms, equipment, etc.).
- Quoted price should be all inclusive and should be as follows:

Item	Cost per hour	Total per day	Total per week	Total per Month	Total 24 Months
1. Security guard per hour					
2. Security guard per hour					
3. Supervisor per hour					
4. Standard Equipment					
5. Mobile guard Room					
6. Management fee per Month					
7. VAT					
<b>Total</b>					

- Quotation proposals should be valid for a period of three (3) months from date of submission.
- Quotation should be on company letter head, dated and signed by company representative.
- **Quotation not in line with the above will be disqualified**

**By signing this annexure, bidders confirm that they have quoted as per all the above requirements. Any misrepresentation of information shall result in termination of the contract**

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