

SECURITY SERVICE SPECIFICATIONS AND PRICE OFFER:

1. SCOPE OF WORK

This specification provides an indication of the areas and buildings where the guarding service is required. The specification is not certified to be fully comprehensive and is only a guideline. Contract Service Providers must acquaint themselves with the exact location, boundaries and areas, as well as the diversity of the various campuses and the buildings thereon. It is therefore a requirement that Contract Service Providers attend the guided site visits.

Port Elizabeth College has adopted the following Security model:
Physical Guarding and Control Room activities. These cameras are College owned and need to be administered.

- ✓ The liability of all losses and damages incurred on the watch of the security is for their account.

The CCTV control room will be at Victoria campus will monitored and controlled by the service provider.

Below are estimated numbers of guards needed, these will be firmed up if needed at the SLA Agreement stage. However, the below figures are for Tender purposes.

Combat Team

Please explain in your proposal how you would deal with crowd control and unrest issues.

The College is needing pricing for a full combat team when needed in case of emergency on a daily rate. Please include with your pricing.

2. QUANTITIES AND FREQUENCIES

The specifications of Service requirements and information below are given in good faith for the purposes of this bid and will be confirmed at the time of appointment. However, the College reserves the right to adjust the requirement either up or down, in accordance with requests received from within the College, or to ensure a better service is allowed for.

Where in these instructions reference is made to "daily" this generally means a 7 (seven)-day week with Saturday, Sunday and Public Holidays included. It is also a requirement that services must be provided during special occasions and events. When such a service is required, the College Contract Manager or his appointee will advise the Contractor.



18/12/25
Principal.



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PORT ELIZABETH COLLEGE - CONTRACT SERVICE REQUIREMENT

SCHEDULE OF SERVICES AND RATES - BID PRICE

OPERATIONAL MANAGER

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED		RATE PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		B			
GENERAL FOR ALL CAMPUSES AND OFFICES — Including after-hours visits	Monday — Friday Day 06:00 — 18:00	1		R	R
	Monday — Friday Night 18:00 - 06:00			R	R
	TOTAL	1		-	
	TOTAL PER MONTH - (INCL VAT)				R

Old Erica Administrative Office

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED		RATE PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		B	C		
Old Erica Administrative Offices	Monday – Friday Day 06:00 – 18:00	1	3	R	R
	Saturday - Sunday Day 06:00 — 18:00		2		
	Monday — Sunday Night 18:00 – 06:00		2	R	R
	TOTAL GUARDS =	1	7	-	-
TOTAL PER MONTH - (INCL VAT)				R	

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Russel Road Campus

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED		RATE PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		B	C		
Russell Road Campus	Monday — Sunday Day 06:00 – 18:00	1		R	R
	Monday – Friday Day 06:00 – 18:00		4		
	Saturday – Sunday Day 06:00 – 18:00		2		
	Monday — Sunday Night 18:00 – 06:00		2	R	R
	TOTAL GUARDS =	1	8		
	TOTAL PER MONTH - (INCL VAT)				R

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Victoria Campus

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED		RATE PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		B	C		
Victoria Campus	Monday — Friday Day 06:00 – 18:00		2	R	R
	Saturday - Sunday Day 06:00 —18:00		1		
	Monday — Sunday Night 18:00 – 06:00		1	R	R
	TOTAL GUARDS =		4	-	
	TOTAL PER MONTH - (INCL VAT)				R

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Dower Campus

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED		RATE PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		B	C		
Dower Campus	Monday — Sunday Day 06:00 – 18:00	1	6	R	R
	Monday — Sunday Night 18:00 – 06:00	1	6	R	R
	TOTAL GUARDS =	2	12		
	TOTAL PER MONTH - (INCL VAT)				R

Iqhayiya Campus

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED		RATE PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		B	C		
Iqhayiya Campus	Monday — Sunday Day 06:00 – 18:00	1	5	R	R
	Monday — Sunday Night 18:00 – 06:00	1	5	R	R
	TOTAL GUARDS =	2	10	-	
	TOTAL PER MONTH - (INCL VAT)				R

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Algoa Campus

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED		RATE PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		B	C		
Algoa Campus	Monday — Sunday Day 06:00 – 18:00		1	R	R
	Monday — Sunday Night 18:00 – 06:00		1	R	R
	TOTAL GUARDS =		2	-	-
	TOTAL PER MONTH - (INCL VAT)				R

Kemsley Park

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED		RATE PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		B	C		
Kemsley Park Site	Day 06:00 – 18:00		2	R	R
	Night 18:00 - 06h00		2		
	TOTAL GUARDS =		4	-	
	TOTAL PER MONTH - (INCL VAT)				R



Control/monitoring Room (Victoria campus)

SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED		RATE PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
	B	C		
Day 06:00 - 18:00	1	1	R	R
Night 18:00 — 06h00	1	1		
TOTAL GUARDS =	2	2	-	
TOTAL PER MONTH - (INCL VAT)				R

Summary Sheet

N0	CAMPUS	TOTAL PER MONTH - (INCL VAT)
1	Operational Manager	
2	Old Erica Administrative Office	
3	Russel Road Campus	
4	Victoria Campus	
5	Dower Campus	
6	Algoa Campus	
7	Iqhayiya Campus	
8	Kemsley Park	
8	Control/monitoring Room (Victoria campus)	
TOTAL PER MONTH - (INCL VAT)		

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PE COLLEGE CAMPUS MAN SPECIFICATION NEEDS

The following would be the suggested main specification, posting needs and additional requirements I would propose as being the best possible solution on a campus to campus basis.

Operational Manager

- 1 x B grade and suitably qualified manager to provide full management and supervisory support to all campus postings 24/7 basis. It is important that such incumbent possess the following skills and knowledge:
 - Excellent communication skills, verbal and written
 - Good administrative and report writing skills
 - Computer literate and competent in Word, Excel, Power-point
 - Good investigation skills
 - Good leadership and conflict management skills
 - Ability to work without constant direct supervision
- Possess a valid driver license to accommodate site visits using own vehicle.

Old Erica Administrative Offices

- Day shift
 - 1 x B grade officer (Monday to Friday office hours)
 - 1 x C grade officer (Monday to Friday to assist)
 - To administer strict access control at access point
 - 2 x C grade officers (Monday to Friday 06:00 to 18:00)
 - 1 x perimeter patrol and support to main access point/general security
 - 1 x at staff vehicle access gate
 - 2 x C grade officers (Saturday and Sunday 06:00 to 18:00)
 - Conducting perimeter patrols accordingly the electronic active guard track system
- Night shift
 - 2 x C grade officers (Monday to Sunday 18:00 – 06:00)
 - Conducting perimeter patrols by way of electronic active guard track system

Russel Road Campus

- Day shift
 - 1 X B grade officer (Monday to Sunday 06:00 – 18:00)
 - To supervise physical security stationed at the main access guard house
 - 4 x C grade officer (Monday to Friday 06:00 – 18:00)
 - To provide access control and perimeter patrols
 - 2 x C grade officers (Saturday and Sunday 06:00 – 18:00)
 - To provide perimeter patrols
- Night shift
 - 2 x C grade officers (Monday to Sunday 18:00 to 06:00)

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- To provide access control and perimeter patrols after classes have closed

Victoria Campus

- Day shift
 - 2 x C grade (Monday to Friday 06:00 to 18:00)
 - Conducting access control and perimeter patrols
 - 1 x C grade (Saturday and Sunday 06:00 – 18:00)
 - Conducting perimeter patrols
- Night shift
 - 1 x C grade (Monday to Sunday 18:00 to 06:00)
 - Conducting perimeter patrols

Dower Campus

- 24/7 day/night shift deployment Monday to Sunday
- 1 x B grade shift supervisor at main gate, also to conduct site post visits
- 2 x C grade at main gate for access control
- 3 x C grade posted within hostel residence environment for access control
- 1 x C grade to perform perimeter patrols
- (Also provide pre required ad-hoc services on request on sporting/student social dates as may be requested)

Iqhayiya Campus

- 24/7 day/night shift deployment Monday to Sunday
- 1 x B grade shift supervisor at main gate, also to conduct site post visits
- 3 x C grade access control at main gate
- 2 x C grade on perimeter patrol/access to new wing
 - Re-position CCTV monitoring at access guard house
 - Monitoring rotational basis within deployment group posted at gate

Algoa Campus

- 24/7 day/night shift 1 x C grade officer at access gate to ensure controlled access

Kemsley Park

- 2 x C grade officer at access gate to ensure controlled access and to perform perimeter patrols
- (Also provide pre required ad-hoc services on request on sporting/student social dates as may be requested) and prevent any unauthorized alcohol being brought in

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Additional needs requirements to set a standard across all campuses

There is a good basis already in place that can be built on, once firm control measures are in place in respect of physical security the aspect of upgrading and extending of technology going forward will be easier and is something that if managed correctly can be put into place on a phase to phase basis. The following are a few of the ideas I would like to be considered:

- Manage a central CCTV monitoring facility, covering all campuses and staffed by suitably trained officers, local viewing rights can still be provided for, on a campus to campus basis and should be placed at security service points as back up
- Phasing in CCTV cameras within the college building premises

Management Solution

- First establish a strong and sustainable foundation with sound perimeter and access / egress control
- Ensure effective SLA, operational guidelines, policies and procedures are in place and that an active guard tracking system is provided as part of the contractual obligation on a campus to campus basis
- If possible, appoint an in-house security manager, one who also has the ability to steer incident investigations as currently it seems these go by unattended and thus 'good intel' is lost that could assist in planning forward, i.e. investigations/deal with intel
- Such manager will need to run the contract services, assess and measure their performance in terms of the SLA and report regularly to senior management as well as the campus managers in respect of day to day operations, needs and requirements
- Initiate a vigorous awareness campaign amongst staff and students, to be protected they need to know what the rules are and the role they play. Any security system is only as good as the people it is designed to protect.
- The service provider needs to know what their responsibilities and deliverables are and that they will be held accountable, they need to have sufficient civil liability cover in respect of any loss damage caused due to non-compliance on their side, especially in respect of:
 - Front line communication and dealing with staff / students / visitors
 - Applying the rule consistently
 - Immediate incident response and follow-up
 - Immediate implementation of action plans relevant to risk / emergency situations
 - Effective record keeping and reporting
 - Visible presence and compliance
 - Report cameras not working
 - Incidents reports must be channeled to Campus Head, and then it will be reported to in-house security manager of the College
 - Daily meetings to be held with security supervisor and weekly meetings to be held with the security manager of the College



The above prices include VAT and are calculated per month.

2.2 Radios

The Contractor must provide radios which shall be used by the Site Supervisors, guards and Campus/Central Officer Reception. Proof of communication from the control room is COMPULSORY.

The ability to communication from the control room to the various campuses, within a 20-50 km radius (ICASA approved two-way radio)

2.3 Uniform

The Contractor is responsible for the supply of adequate uniform and related items, as were as to comply with COVID 19 PPE and Regulations. This is to be explained at the information session.

2.4 Pocket Book

The site supervisors and guards should each carry a pocket book whilst on duty in order to use for reporting of incidents, matters of concern, visits by supervisors, etc.

2.5 Equipment

Equipment will be provided by the Contractor (radios, batteries, battens, high watt luminous extra bright and rechargeable flash lights, etc.).

An occurrence book (OB) to be held in every guard house on site for recording and incidents.

2.6 Leave

During any period of leave entitlement to any guard/s, the contractor shall replace such guard/s. It is suggested that guards take their annual leave any time during beginning until the end of December. Guarding of premises is compulsory during the annual shut down period of the College.

Staff must be replaced in the case of absenteeism.

2.7 Specific Requirements

As mentioned below, security services must be provided on all campuses, by the manpower as explained for each task and in accordance with the under-mentioned list of duties.

Boundary fencing and visibility inspections on a monthly basis.

2.8 Alarm Monitoring & Armed Response

Contractor must set-up an Alarm Monitoring to its own control room to provide armed responses.

Include this with the newly appointed security company

2.9 Physical readiness to perform duties:

The college is looking to the service provider to provide guards whose physical readiness is not in question. Sufficiently trained guards are to be used.

Credentials of each security guard to be on file. If a security guard gets replaced, the file must be updated with the new security guards' credentials.

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GENERAL:

1. A rotation of man power to avoid complacency. If there are any changes to personnel, this must be communicated to the Security Manager (in-house)
2. The accounts of the campuses must be dealt with separately for financial purposes.

2.2 Price Schedule:

The total price above will be considered as the bid price and final offer for the service as indicated and addressed in this document and will include the manpower as referred to in the above schedule. New PSIRA rates to be used March 2021.

3. SPECIFIC DUTIES OF THE CONTRACTOR AND PERSONNEL PROVIDED

- 3.1 Notwithstanding the specifications of requirement given above, the Contractor is bound to supply the actual number of **60 guards** ordered by the College within 24 hours, irrespective of the extent by which the number ordered varies from the number set in the above specifications.
- 3.2 To Patrol the precincts of the site/s as defined in this bid document, in order to prevent any persons from illegally entering and/or removing any equipment or material from the site/s.

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- 3.3 To guard and protect all buildings, installations, equipment and material against any damage, theft or vandalism.
- 3.4 To protect the staff and students of the College as well as visitors to the College by preventing or minimizing risk of injury or death.
- 3.5 To report any incidents, suspicious actions or unusual occurrences to the College's Security Manager or his appointee, in accordance with the laid down procedures for reporting, as defined in the College's Operating Rules (security).
- 3.6 To apprehend or detain any person partaking in any criminal activity and to take action in accordance with the laid down procedures for detaining or arresting suspects, as defined in the Operating Rules.
- 3.7 Site Supervisor must monitor and supervise all guards and shift personnel on a continuous basis whilst on duty.
- 3.8 Notwithstanding any provisions to the contrary, as set out in clause 7 in SECTION B of this bid document, all guards, whilst on duty, must be equipped with torches, whistles and portable radios in order to ensure that duties are carried out efficiently and effectively. On special occasions and for specific applications it will also be required for guards to be equipped with batons and handcuffs. Where this becomes necessary the College's Contract Manager will advise the Contractor accordingly, specifying which guards are to be so equipped and for what period.

4. LEGAL REQUIREMENTS

- 4.1 All guards supplied must comply with all relevant provisions and legislation as prescribed by the **PSIRA Act**.
- 4.2 Should the College suffer any loss of whatsoever kind and it can be proven that such loss could have been avoided or reduced, had the Security Staff on site acted as expected and specified, or was caused by the gross negligence or willful disregard of duties of any of the Contractor's staff, then the Contractor will be held responsible to make good the loss.

5. PRICE ADJUSTMENT

Should the price offered not be firm for the duration of the contract period then all requests for price adjustments must be made in writing and presented to the office of PURCO SA. All requests for price adjustments must be accompanied by a full motivation and where required, proof of legislative increases must also be submitted.

6. COMMUNICATION

The Contractor is responsible to provide his own cellular communications at all times during the period of this Agreement. All telephone, stationery and other office related costs are for the account of the Contractor.