



## **BID SPECIFICATION 2026**

### **APPOINTMENT OF A SECURITY SERVICE PROVIDER FOR GOLDFIELDS TVET COLLEGE**

#### **1. BID PURPOSE**

Goldfields TVET College invites suitably qualified and PSIRA-registered security service providers to submit bids for the provision of 24-hour security services at designated College campuses and facilities.

#### **2. LEGAL AND REGULATORY FRAMEWORK**

2.1 The successful bidder shall comply with, but not be limited to, the following legislation:

- Private Security Industry Regulation Act (PSIRA)
- Occupational Health and Safety Act, 85 of 1993
- Labour Relations Act
- Basic Conditions of Employment Act
- Compensation for Occupational Injuries and Diseases Act (COIDA)
- Any other applicable national legislation, regulations, and codes of practice
- Prices should be in line with the bargaining council rates as of March 2026.

2.2 Non-compliance with statutory requirements shall constitute grounds for disqualification or termination.

#### **3. SCOPE OF WORK**

##### **3.1 Security Services Required**

The service provider shall render security services (guarding and armed response, maintenance and repairs of the security infrastructure) that include, but are not limited to:

- a) Safeguarding and protection of all College buildings and premises
- b) Protection of College assets, equipment, and property on campus and within building

- c) Ensuring the safety and security of officials, students, contractors, and visitors
- d) Access control, including lawful searching of incoming and outgoing vehicles
- e) Registration and access control of visitors, students, and staff, including laptops using electronic devices (e.g. scanners)
- f) Issuing and controlling visitor identification slips
- g) Assisting with the locking and securing of campuses in coordination with designated College officials
- h) Conducting lawful searches of bags for prohibited items, including weapons and narcotics, in accordance with college rules and applicable legislation
- i) Verification of student identification cards
- j) Any other lawful security function reasonably required to maintain a safe environment.
- k) Provide the security protocol and/plan for all campuses.

3.2 All duties must be executed within the limits of the law, respecting human dignity, safety, and constitutional rights.

#### **4. PERSONNEL AND RESOURCE REQUIREMENTS**

##### **4.1 Operational manager with Grade B (NB! the operational manager will be responsible for all college sites**

- Operational manager that will be responsible for all college sites, with a minimum of Grade B certification

##### **4.2 Welkom Campus**

- 4 × PSIRA-registered Grade C Security Guards (Day Shift)
- 4 × PSIRA-registered Grade C Security Guards (Night Shift)
- 4 × electronic clocking/patrolling systems linked to the Campus Manager’s authorised devices
- 2 x hand-held scanners (Scan ID’s, Driver’s licence, Car disc and Laptops)

##### **4.3 Tosa Campus**

- 4 × PSIRA-registered Grade C Security Guards (Day Shift)
- 4 × PSIRA-registered Grade C Security Guards (Night Shift)
- 4 × electronic clocking/patrolling systems linked to the Campus Manager’s authorised devices
- 1 × trained watchdog

- 2 × hand-held scanners (Scan ID's, Driver's licence, Car disc and Laptops)

#### **4.4 Central Office**

- 2 × PSIRA-registered Grade C Security Guards (Day Shift), including 1 at reception
- 3 × PSIRA-registered Grade C Security Guards (Night Shift)
- 3 × electronic clocking/patrolling systems linked to one authorised Central Office official
- 1 × hand-held scanners (Scan ID's, Driver's licence, Car disc and Laptops)

#### **4.5 Skills and Innovation Centre**

- 2 × PSIRA-registered Grade C Security Guards (Day Shift)
- 3 × PSIRA-registered Grade C Security Guards (Night Shift)
- 2 × electronic clocking/patrolling systems
- 1 × trained watchdog
- 1 × hand-held scanners (Scan ID's, Driver's licence, Car disc and Laptops)

### **5. ARMED RESPONSE**

- 4 x campuses (24/7 armed response services)
- 4 x campuses (surveillance and monitoring of cameras)
- 4 x campuses (maintenance, repairs and servicing of security equipment)
- 4 x campuses (maintenance, repairs and servicing of electric fence, boom-gates, turnstiles, gate-motors)
- 4 x campuses (installation of security system and components)

### **6. HOURS OF SERVICE**

Security services shall be provided 24 hours per day, seven (7) days per week, including weekends and public holidays.

### **7. UNIFORM AND IDENTIFICATION**

- Security personnel must wear a clearly identifiable corporate uniform at all times.
- All guards must display a visible name tag with a photograph.

### **8. OPERATIONAL AND COMMUNICATION REQUIREMENTS**

8.1 Security guards must maintain continuous communication with the service provider's operational control room and designated College officials.

8.2 The service provider shall supply approved searching devices and ensure searches are conducted lawfully and safely.

## **9. MANAGEMENT, SUPERVISION, AND RECORD KEEPING**

### **9.1 Registers**

The service provider shall maintain attendance, incident, and activity registers, which must be signed by the relevant supervisor and be available for inspection by the College.

### **9.2 Supervision**

Supervisory inspections must occur at least once per shift, and proof of such inspections must form part of the monthly report.

## **10. STATUTORY COMPLIANCE REQUIREMENTS**

Bidders must provide proof of the following:

- Valid PSIRA registration certificate (company and individual guards)
- Proof of compliance with COIDA
- Proof of UIF and PAYE compliance
- OHS compliance and risk management procedures

Failure to submit mandatory compliance documents will result in disqualification.

## **11. SERVICE LEVEL AGREEMENT (SLA)**

The successful bidder shall enter into a formal Service Level Agreement (SLA) with Goldfields TVET College, which will regulate:

- Performance standards
- Reporting requirements
- Monitoring and evaluation mechanisms
- Penalties for non-performance

## **12. REPORTING REQUIREMENTS**

The service provider shall submit monthly reports, which must include:

- Attendance and deployment records
- Incident and occurrence reports
- Patrol and clocking reports

- Supervisory visit reports
- Any compliance or risk-related matters

**13. PERFORMANCE MANAGEMENT AND PENALTIES**

Failure to comply with contractual obligations, statutory requirements, or performance standards may result in penalties, contract termination, or other remedies as provided for in the SLA.

**14. EVALUATION CRITERIA**

Bids will be evaluated in terms of:

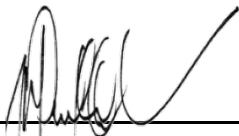
- Administrative compliance
- Functionality (technical capability and experience)
- Price and preference points in line with applicable SCM prescripts

**15. GENERAL CONDITIONS**

Goldfields TVET College reserves the right to:

- Verify all information provided
- Conduct site inspections
- Reject any or all bids in accordance with SCM legislation

**NB: Functionality shall be conducted onsite.**

  
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 Mr MPW Pinkoane  
 DEPUTY PRINCIPAL: CORPORATE SERVICES

27/03/2026  
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 DATE

~~RECOMMENDED/NOT RECOMMENDED~~

  
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 Mr KV Mphosi  
 BID SPECIFICATION COMMITTEE CHAIRPERSON

27/03/2026  
 \_\_\_\_\_  
 DATE

~~APPROVED/NOT APPROVED~~

  
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 Mr FS Mafangu  
 COLLEGE PRINCIPAL

27/03/2026  
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 DATE