

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT

P.O. Box 1309, Polokwane, Limpopo Province, RSA, 0700 TEL: 015 288 0122 FAX: 015 288 0261/0346

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT.

PURPOSE

The purpose of these terms of reference (TOR) is to invite bids from prospective service provider/s for the provision of security services at Polokwane International Airport for a fixed term of thirty-six (36) months.

BACKGROUND

Polokwane International Airport is one of the 10 International Airport in the country and a National Key Point area as declared by the Minister of Police in 2018.

It is required to comply with both International Civil Aviation Organization (ICAO) Regulations and Standards & Recommended Practices; South African Civil Aviation Authority (SACAA) Requirements and National Key Point (NKP) Regulations at all times. One of the requirements is for the airport to have security services manning the access and egress point; to guard against any act of unlawful interference on airport infrastructure; property; people and installations.

It is therefore a requirement that security services is sourced for the purpose of ensuring that the sad requirement to be achieved throughout the operational hours of the airport.

DISCUSSION

The service provider will be responsible for rendering aviation security services throughout the airport. Polokwane International Airport requires the services of aviation security services provider with a reputable track record to provide security personnel to provide aviation security services, thus complementing its internal (in-house) security personnel.

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT

4.SCOPE

4.1. The service provider shall provide security officers that will render aviation security services on a 24/7 basis at Polokwane International Airport for a fixed term of thirty-six (36) months. A detailed scope of work (**SECURITY SERVICES MINIMUM REQUIREMENTS**) which the prospective service provider must comply with is attached hereto as Annexure A.

4.2. The service provider must supply armed security officers accredited to work at a National Key Points in terms of National Key Points Act and Critical Infrastructure Protection Act No. 8 of 2019 area as outlined below:

Shift	Days	Part 109, Part 110 and PSIRA Grade	Area of Responsibility	Qualification
Day	Monday to Sunday	→ 24 X Grade C	5 X International Departure 5 X Main gates 2 X Hold Baggage System (HBS) point 2 X Domestic Arrival 2 X Administration building 4 X Car parking and Rental Parking areas 2 X Patrol (airside & Landside) 2 X Fuel Depot	1. AVSEC Certificate Level 1 2. CAA Screener Certificate 3. Grade C 4. Grade 12 or Equivalent. 5. Dangerous Goods CAT 12. 6. Firearm Licence 7. National Key Point Training
		→ 1.X Grade B	Supervisor to supervise all duties of contract officers and make sure that all duties are performed and posts are covered with qualified AVSEC officers at all times. Supervisor must have Level 2 AVSEC qualification; GRD 12; AVSEC Screener	1. Grade B 2. AVSEC Certificate Level 2 3. CAA Screener Certificate 4. Dangerous Goods CAT 6 5. Grade 12 6. Firearm Licence 7. National Key Point Training

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT

			certificate and Screeners qualifications.	
		→ 1 X Grade A	AVSEC Manager with AVSEC level 3 qualifications.	<ol style="list-style-type: none"> 1. PSIRA Grade A 2. AVSEC Certificate Level 3 3. CAA Screener Certificate 3 4. Dangerous Goods CAT 6 5. Grade 12 6. Firearm Licence National Key Point Training 7. Diploma Security Management
Night	Monday to Sunday	→ 1 X Grade B	Leader of the shift monitoring all posts with Level 2 AVSEC qualification; Screeners certificate; GRD 12 and AVSEC Screeners qualifications.	<ol style="list-style-type: none"> 1. Grade B 2. AVSEC Certificate Level 2 3. CAA Screener Certificate 4. Dangerous Goods CAT 6 5. Grade 12 6. National Key Point Training 7. Firearm Licence
		→ 15 X Grade	2 X Terminal building 2 X Main gates 2 X Administration building 1 X Old Terminal building 4 X Car Parking and Rental Parking 2 X Patrolling 2 X Fuel Farm	<ol style="list-style-type: none"> 1. AVSEC Certificate Level 1 2. CAA Screener Certificate 3. Grade C 4. Grade 12 or Equivalent. 5. Dangerous Goods CAT 12. 6. National Key Point Training 7. Firearm

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT

				Licence
The above officers will also provide central screening services to the domestic departure passengers in the absence of airport internal security officers and assist during the shortage of personnel at domestic departure point, and it is important for all the officers to have Part 109 and Part 110 AVSEC training qualifications and accredited by SACAA and NKP accredited. In the absence on our inhouse security officials, the officers should be able to operate and man the CCTV Room				

5. PRICE STRUCTURE

5.1. The bidder must provide a complete price structure/ break-down per security officer, as per the guideline indicated below.

A. Price Structure: Grade C security officer-per month: **Day shift**

Description	Amount	Comments, if any
Basic salary per month	R	
Hourly equivalent rate	R	
Number of hours per shift		
Number of shifts per week		
Sunday pay premium	R	
Sick leave (Pay)	R	
Study leave	R	
Family responsibility leave	R	
Provident Fund	R	
Bonus	R	
UIF	R	
COID/WCA	R	
Uniform	R	
Training	R	
Total per Security Officer Grade C inclusive of VAT	R	

The number of security personnel maybe increased or reduced in accordance to any update of regulatory requirements or should such need arise.

B. Price Structure: Grade C security officer-per month: **Night shift**

Description	Amount	Comments, if any
Basic salary per month	R	

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT

Hourly equivalent rate	R	
Number of hours per shift		
Number of shifts per week		
Sunday pay premium	R	
Sick leave (Pay)	R	
Study leave	R	
Family responsibility leave	R	
Provident Fund	R	
Bonus	R	
UIF	R	
COID/WCA	R	
Uniform	R	
Training	R	
Total per Security Officer Grade C inclusive of VAT	R	

C. Price Structure: Grade A security officer-per month: Day shift

Description	Amount	Comments, if any
Basic salary per month	R	
Hourly equivalent rate	R	
Number of hours per shift		
Number of shifts per week		
Sunday pay premium	R	
Sick leave (Pay)	R	
Study leave	R	
Family responsibility leave	R	
Provident Fund	R	
Bonus	R	
UIF	R	
COID/WCA	R	
Uniform	R	
Training	R	
Total per security officer Grade A inclusive of VAT	R	

D. Price Structure: Grade B security officer-per month: Night shift

Description	Amount	Comments, if any
Basic salary per month	R	

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT

Hourly equivalent rate	R	
Number of hours per shift		
Number of shifts per week		
Sunday pay premium	R	
Sick leave (Pay)	R	
Study leave	R	
Family responsibility leave	R	
Provident Fund	R	
Bonus	R	
UIF	R	
COID/WCA	R	
Uniform	R	
Training	R	
Total per Security Officer Grade B inclusive of VAT	R	

5..2. Prospective service providers must also indicate their estimated annual price escalation and the period in which such escalation will be affected

6.. PROJECT PLAN

The bidder must provide a Comprehensive Operation Plan that should include the following information:

- The operational management team that will be responsible for the management of the contract and interaction with the Airport.
- Plans in which the operational management team and control room will monitor the security officers provided and the frequency thereof.
- Plan of action and procedures to deal with misconduct and other disciplinary action regarding their security personnel.
- The type of on-going or refresher training and the intervals thereof that will be provided to the security personnel who will be supplied.
- Copies of site instructions entailing general security instructions that the security officers must comply with whilst on duty.
- Plans for continued provision of the security services (replacement labour) in case the supplied security officers embark on strikes or are prevented from reporting on duty due to strikes or similar labour unrests.
- The service provider shall be expected to develop Manual Operational Plan for security screeners organisation that should be approved by SACAA during the first six months of appointment.
- A monthly reporting template that will assist the Airport to monitor the performance of the service provider. This is in addition to the items mentioned in paragraph 7.4.

- i) Policies, procedures or plans in which the service provider will ensure continued screening officers supplied.
- j) All Security Officers, including Supervisors and managers, must be citizens of the Republic of South Africa

7. PROJECT DETAILS

7.1. Project Duration

The contract shall be a fixed term for a period of thirty-six (36) months.

7.2. Project Team

The Service provider shall provide the quantity of security officers as indicated in paragraph 3.2. above as well as a Comprehensive Operational Plan referred to in paragraph 5 above.

7.3. Proposal Submission

All prospective service providers are required to submit the bid documents to the airport, in Tender box situated in the entrance of administration building on or before closing date stipulated in the advertisement.

Proposals are to be submitted in English.

7.4. Project Enquiries

For technical enquiries:

Contact person: Mr Nkhangweni Netshifhefhe

E-mail address: nkgangweni.netshifhefhe@gaal.co.za

Tel: 015 590-8017

For administrative enquiries:

Contact person: Mr Julius Ramatjie

Email address: scmgroup@gaal.co.za

Tel: 015 590-8016

7.5. Cancellation of the contract

7.5.1. The airport reserves the right to cancel the contract forthwith and to terminate the services of the successful service provider without prior notice to do so if the successful service provider becomes unable for any reason whatsoever to implement any of the terms of the contract due to causes within

his/her control or delay without proper cause, proof of which shall rest on the successful service provider. In such an event, the successful service provider shall, when called to do so, hand over to the airport all documents and papers which are related to the assignment.

The airport may at any time discontinue the services of the successful service provider, with one (1) calendar months' notice and without any obligation to allow the successful service provider to execute the remainder of the services. The airport will also have the right to ask for new bid for the remainder of the services, which might exclude the successful service provider, should the airport not be satisfied with the executing of any part of the services.

7.5.2. Should the contract be cancelled in terms of paragraph 7.6. above, the quantum of remuneration due to the successful service provider for services rendered prior to the date of the termination of the Agreement shall be determined between the airport and the successful service provider.

8. PROJECT / SERVICES REQUIREMENT

8.1. Eligibility

Prospective service providers must satisfy the following requirements, which must be clearly outlined in the bid documents:

- a. PSIRA registration certificates of business.
- b. An existing office with a 24/7 operational security control room (The airport shall, as part of its bid evaluation process, conduct a physical site inspection to ascertain (i) the physical location of the offices, (ii) whether control rooms exist on 24/7; (iii) if the control is equipped with the minimum equipment, etc.)
- c. Prospective service providers shall be subjected to a security screening process through the State Security Agency prior to the appointment.
- d. The Security personnel and their reliefs shall be subjected to the security screening prior to being allowed to render services at the airport. No unscreened security personnel shall be posted to render the security service without written consent from the airport. Screening conducted in another airport or department where the security officer once works is not transferable to the airport.

e. The following documents must be submitted with the bids:

- I. PSIRA registration certificates for the business or company.

- II. PSIRA registration certificates, copy of RSA ID books and brief resume of individual members/ owners/ directors of the business as they appear on the CIPRO registration documents,
- III. PSIRA letter of good standing,
- IV. Public Liability Insurance with minimum of R5million,
- V. COIDA and/or Workman Compensation Administration registration certificate.
- VI. National Key Point (or Government Security Regulator) accreditation certificate and acknowledgement letter.
- VII. Screeners Organization certificate from SACAA

8.2. Services Completion

- a. The contract shall be for a period of thirty-six (36) months.
- b. The airport reserves the right to deduct an amount as negotiated between the parties, in the event that the prospective service provider does not comply with any of the conditions of the Contract, e.g. short-posting of the officers, late- posting, failure to supply the required security personnel etc, and shall this not exclude any other remedy to the airport`s disposal.

8.3. Payments

- a. Prospective service providers shall ensure that each invoice is accompanied by a comprehensive operational/ performance report containing the information outline in paragraph 5(g) above and 7.4. below.
- b. The airport shall pay all invoices correctly submitted with all substantiating documents within 30 days as per the Public Finance Management Act, Act 1 of 1999 and the airport Supply Chain Management policies.

8.4. Service Reports

- a. Prospective service providers shall provide the airport with detailed performance report on a monthly basis. Such reports shall contain accurate information so as to enable the airport to monitor and manage the service provider`s performance.
- b. All documentation shall be in English.
- c. As a minimum, the report shall contain the following information:
 - i. Performance information in respect of the security officers supplied, security incidents/ risks identified corrective action undertaken, supervisory/ management visits to inspect security

- officers, security officers' absence and misconducts and changes of security officers.
- ii. Indication of basic salaries paid to each security officer supplied and reasons for shortfall.
 - iii. Number of shifts and hours worked by each security officer.
 - iv. Proof of payment of PSIRA subscriptions for each security officer.
 - v. Proof of payment to COIDA/ WCA for each security officer
 - vi. Proof of registration to Provident Fund for each security officer.
 - vii. Proof of training (records) undertaken by each security officer per month and costs thereof.
 - viii. Any other additional information that may be required by the airport from time to time.
 - ix. Proof of registration with UIF

8.5. Ownership in services vests in the Airport

- a. Any information supplied to or obtained by the service provider or its security personnel during the course of the contact shall be treated as confidential and not divulged to any other third party.
- b. Reports and records (including Occurrence Book and pocket books) generated by the service provider, or security personnel in respect of their duties during the course of the contract, shall be treated as confidential, and shall be handed over to the airport for safe-keeping.

9. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative requirements, functionality, and preference point system;

A. Phase I: Administrative (mandatory) requirements

- Proof of Registration summary report from Central Supplier Database (CSD), which reflects the following:
 - Business registration, including details of directorship and membership
 - Identification Information
 - Tax compliance status
 - VAT number (if VAT Vendor)
 - Bank Account holder information
 - Tender default and restriction status
- Fully completed and signed Standard Bidding Document
 - Invitation to bid – SBD 1

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT

- Pricing schedule – SBD 3
 - Declaration of interest – SBD 4
 - Preference Point Claim Form – SBD 6.1
 - Declaration of Bidder's Past Supply Chain Management Practices – SBD 8
 - Certificate of Independent Bid Determination – SBD 9
- Price must be fixed, inclusive of 15% VAT (where applicable) and all other costs
 - Late submissions will not be accepted.

B. Phase II: Functionality requirements,

The proposals will be evaluated as an entire package with attention paid to the competence of the respondent in all of the necessary specialist and functional areas. Proposals will be initially evaluated on functionality and respondents will be expected to **obtain 350/500 points (70/100%) of total points or more on functionality** for them to qualify for final evaluation on price and preference. Those respondents that score less than 350 points (70%) on functionality will be disqualified.

The evaluation matrix below will be used to evaluate proposals on functionality:

Functionality Evaluation Criteria	Weight	Value	Total
1. Proven good track record and experience of successfully rendering a similar aviation security services, with at least a reference with clear contact persons and telephone numbers is required. 1 = 1 contract 2 = 2 contract 3 = 3 contract 4 = 4 contract 5 = 5 contract +	20	5	100
2. The above-mentioned contract(s) should be of atleast three (3) years of aviation related experience with traceable contact details. 1 = 3 - 5 years 2 = 5 – 7 years 3 = 7 – 9 years 4 = 9 – 10 years 5 = 10 years +	10	5	50

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT

3. Two (2) years experience in rendering of any security services. This should be clearly outlined by indicating the services rendered in that past two (2) years, with traceable contact details. 1 = 2 - 4 years 2 = 4 - 6 years 3 = 6 - 8 years 4 = 8 - 10 years 5 = 10 years +	20	5	100
4. National Key Point (Government Security Regulator) Certificate No certificate = 0 NKP/GSR certificate = 5	20	5	100
5. Bidder's office and operational control room exist (clearly indicated) within the Republic of South Africa. 0 = no existence of control room 5 = existence of control room	10	5	50
6. Comprehensive price structure/ breakdown as outline in the bid documents. 0 = no breakdown as outline on the TOR 5 = Breakdown as per TOR	20	5	100
TOTAL	100	5	500

Proposals that fail to meet the minimum threshold for functionality will be disqualified. Thereafter, **only the qualifying proposals will be evaluated in terms of the 80/20.**

C. Phase III: Preference Point System,

Preference Points System where the 80 points are awarded for price and the 20 points are awarded for B-BBEE as follows:

FINAL EVALUATION CRITERIA	POINTS
Price	80

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT

B-BBEE	20
Total	100

10. RULES OF BIDDING AND SUBMISSION REQUIREMENT

10.1. Rules of bidding:

10.1.1. The individuals proposed for professional work on the project shall remain on the project unless the airport grants permission to charge the proposal. Such permission will only be granted in exceptional circumstances.

10.1.2. No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of the airport, except where authorized in writing to do so. All information will be held strictly confidential. The successful service provider will be required to sign a confidentiality agreement with the airport.

10.1.3. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of the appointment, shall vest in the airport.

10.1.4. The airport reserves the right to amend, modify or withdraw this TOR document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Prospective service providers.

10.1.5. Any briefing Notes which may be issued by the airport to the Bidder/s should be considered as part of this TOR. Furthermore, in the event that the negotiations between the airport and the preferred Bidder/s fail with regard to the conclusion of a Service Level Agreement, the airport reserves its right not to appoint the Preferred Bidder/s without incurring any liability to compensate or reimburse the Preferred Bidder/s.

10.1.6. Neither the airport, nor any of its respective, officers, or employees may make any representation or warranty, expressed or implied in this TOR document. And nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.

10.1.7. A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.

10.1.8. A proposal submitted by a partnership must be accompanied by a written partnership agreement.

10.1.9. A proposal submitted by a consortium of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:

- a) the conditions under which the consortium will function;
- b) Its period of duration;
- c) The persons authorized to represent it;
- d) The participation of the several parties forming the consortium;
- e) The benefits that will accrue to each party;
- f) Any other information necessary to permit full appraisal of its functioning.

10.1.10. The costs of preparing proposals and of negotiating the contract will not be reimbursed.

10.1.11. The preferred Bidder will be required to enter into a Service Level Agreement (SLA) prior to appointment.

10.1.12. The airport is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from short-listed bidders before final selection. The airport also reserves the right to call interviews with short-listed bidders before final selection, and to negotiate price.

10.1.13. Firm may ask for clarification on this TOR or any of its Annexures up to close of business forty- eight (48) hours before the deadline for the submission of bids. Any request for clarification must be submitted by email to the contract manager.

10.1.14. Bidders may not contact the airport on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effect by the bidder to influence bid evaluation, bid comparisons or award decisions in any manner, may results in rejection of the bid concerned.

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT

10.1.15. Bid submission requirements must be completed in sections and appendices provided in the bid document.

10.1.16. You are welcome to provide us with any additional information you consider of importance for us to consider when evaluating your response to this bid. For example your plan to deal with COVID-19 pandemic and any communicable diseases during your service in the airport.

10.1.17. prospective service providers must at all- time comply with the airport Supply Chain rules and processes with regard to all projects and payments.

ANNEXURE “A”

SECURITY SERVICES MINIMUM REQUIREMENTS

1. Purpose of work	To render 24/7 Aviation Security Services at the premises of the airport.
2. Shifts	Day shift: 06h00 to 18h00(Monday to Sunday and Public Holidays)
	Night shift: 18h00 to 06h00(Monday to Sunday and Public Holidays)
3. Security Equipment, Aids and Facilities	Uniform, Occurrence Book, Pocket books, Hand Held Metal Detectors`s(HHMDs), Vehicle Mirror search, 10 X Two -way Radios and 5 Firearms ,1 X vehicles, supervisors , handcuffs , buttons , whistler.

4. Legal Requirements	<p>The security service provider and its directors/ managers must be registered with the Private Security Industry Regulation Authority.</p> <p>The Airport reserve the right to subject the company, its directors and security officers supplied to a security screening process.</p>
5. Security Officers (Educational Level)	The security officers must be registered in terms of the Private Security Industry Regulation Act 56 of 2001 and accredited by the Security Industry

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT

	Regulatory Authority to the appropriate grades as required by the Airport i.e. Grade "C".
	The security officers must be certified to perform screening and accredited with South African Civil Aviation Authority (SACAA) on Part 108, Part 109 and Part 110. All security officers, supervisor and managers must be Government Security Regulator (GSR) accredited.
	The security officers should be schooled to at least Grade 12
	Security Officers shall be able to communicate read and write in English and two other official languages.
	Security officers must not be younger than 18 years.
	Security supplied to render aviation security services must have had at least three (3) years of aviation security services experience.

6. General Requirements for Security personnel	Security officers must be always present an acceptable image and appearance which implies <i>inter alia</i> that they may not sit, lounge about, smoke, eat or drink while attending clients.
	They must at all-time present a professional and dedicated attitude/ approach, which shall imply, <i>inter alia</i> that there shall be no unnecessary argument with visitors/ staff or discourteous behaviour towards them.
	They must be physical fit and mentally capable to execute their security duties. (attach medical certificate).
	The service provider or its security officers will under no circumstance divulge, furnish or disclose any sensitive information concerning the airport or any other parties' activities to the public or news media.

TERMS OF REFERENCE TO SOURCE IN AND CONTRACT A PRIVATE SECURITY COMPANY (SERVICE PROVIDER) TO SUPPLY SECURITY OFFICERS TO RENDER AVIATION SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT

7. Security Uniform and identification	<p>The security officers will at all times while on duty be dressed in a neat, clean and clearly identifiable corporate (not combat) uniform, which will include raincoats / suits for rainy seasons.</p> <p>A clear identification card of the service provider or issued by PSIRA with the security officers name and photo shall be worn conspicuously on his/her outer garment at all times for identification purposes.</p>
8. Inspections by Supervisors/ Management Staff	<p>Supervisor/ Management staff of the service provider must inspect the security officers at least twice in a shift i.e. two inspection during day and nightshift.</p>
9. Vehicle for patrol	<p>To be able to do fence patrol 8 times per shift Where from 06:00 to 18:00 the patrol must be 8 times. And 18:00 to 06:00 the patrol must be 8 times and all patrols must be recorded in the register.</p>

10. Security Duties and Responsibilities
<p>The security officers will be required to perform the following security duties:</p>
<p>10.1 Act as authorized officers in terms of the Control of Access to the airport restricted areas by both personnel and vehicles as per Airport Security Plan as amended.</p> <p>10.1.1. Furnish his/ her name, address and any relevant information required by the authorized officer.</p> <p>10.1.2. Produce proof of his/ her identity to the satisfaction of the authorized officer.</p> <p>10.1.3. Declare whether he/she has any dangerous object in his possession or custody or under his control.</p> <p>10.1.4. Declare what contents of any vehicle, suitcase, attaché case, bag, handbag, folder, envelope, parcel or container of any nature which he has in the possession or custody or under his control and show those contents to him/her.</p> <p>10.1.5. Subject him/herself and anything which he/she has in his /her possession or custody or under his/her control to an examination by electronic or other apparatus in order to determine the presence of any dangerous object.</p> <p>10.1.6. Hand to an authorized officer anything which he/she has in his</p>

possession or custody or under his/her control for examination or custody until he/she leaves the premises.

12.1. Perform Access Control duties which shall:

12.2.1. Recording visitors' particulars in a Visitors Register and booking them out on departure.

12.1.1. Recording details of all airport staff members visiting the premises after normal working hours in after-hours register.

12.2.3. Recording all events/ incidents in the prescribed Occurrence Book

12.2.4. Advising the airport security personnel of all access control implications, deficiencies, or imminent or perceived security crime risks occurring at their duty points or its vicinity.

12.2.5. Perform other access control duties as may be instructed from time to time.

12.2. Patrol Duties:

Patrol duties shall entail patrolling the airport premises regularly to:

12.3.1. Protect the airport staff members against inquiries, death or any other offence including Schedule 1 offence of the Criminal Procedure Act 51 of 1977, as amended.

12.3.2. Protect the property of the airport at the site against theft, vandalism or any other criminal activities.

12.3.3. Ensure that all strategic installations, vulnerable points or key areas are frequently checked to maintain their safety and security against intrusion for any unauthorized purpose.

12.3.4. Check for intruders, identify strangers and ascertain their right to be present in that particular area or building.

12.3.5. Check that all outer doors, windows and gates are secure each time the patrol passes. A physical examination of each point is required.

12.3.6. Check for actual or potential fire/ safety hazards and risks; and report them.

12.3. Parking Reservations

12.4.1. Reserve parking for visitors coming for official business to the airport.

12.4.2. Ensure that no vehicular traffic congestion occur in front of the reception.

12.4.3. Ensure that the drop off zone is always open and unobstructed.

12.4. On-site supervision and Reporting Protocol

12.5.1. The security officers provided and placed on site by the service provider shall be subject to day to day supervision by the airport security personnel. Such supervision shall include, but is not limited to:

- a) Giving instructions and orders
- b) Redeploying the security officers within the premises as may be necessary,
- c) Perusing security registers and other relevant material used by the security officers.