

## TERMS OF REFERENCE: ANNEXURE A

SCM /Tender Ref #:	DPME 04-2022/23
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Request for proposals for:	Provisioning of Physical Security Services for the Department of Planning, Monitoring and Evaluation for a period of three years (36 Months)
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### 1. BACKGROUND / CONTEXT

The Department of Planning Monitoring and Evaluation is in the process of appointing a service provider to render physical security services for two buildings (**330 Grosvenor and 535 Johannes Ramokhoase Streets**) to protect employees, contractors, assets and the information within the Department.

This is in accordance with the **Access Control to the Premises and Vehicles Act, 53 of 1985**, Minimum Physical Security Standards (MPSS) and Minimum Information Security Standard (MISS), which are applicable in the public service.

**NB: The department may relocate to one new building during the contract period, with approximately 6700 square metres.**

### 2. PURPOSE

The Department of Planning, Monitoring and Evaluation needs to appoint 24/7 Physical Security Service Provider at **330 Grosvenor street, Hatfield and Johannes Ramokhoase street, Arcadia in Pretoria**, on contract for period of 3 years (36 months).

### 3. OBJECTIVES AND SCOPE OF SERVICES

- 3.1. To safeguard the premises 24/7 including public holidays and weekends.
- 3.2. Patrol the premises using a track stick as a monitoring device.
- 3.3. Guarding of the premises.
- 3.4. Emergency armed response.
- 3.5. Protection of information, assets and personnel.
- 3.6. Provide escort services.
- 3.7. Ensure that all departmental assets movements are checked and recorded.
- 3.8. Monitor perimeter fence, main entrance and parking.
- 3.9. Conduct vehicle and personnel searches.
- 3.10. Ensure that firearms are kept in the safe and not taken into the building.

### 4. DELIVERABLES AND TIME FRAMES

Description	Expected date	% of project (Payment)
Provisioning of Physical Security Services for the Department of Planning, Monitoring and Evaluation for a period of three years: <b>330 Grosvenor and 535 Johannes Ramokhoase</b> building in Pretoria.	36 Months	
Provide monthly performance reports.	Monthly	
Provide a security contingency plan.	As required	
Recording of all incidents/ events in the Occurrence Book (OB).	Daily	
Provide all security registers.	Monthly	
Quarterly induction/workshop	Quarterly	
Conduct site visits (day and night)	Regularly	