

TERMS OF REFERENCE: ANNEXURE A

SCM /Tender Ref #:	DPME 22-2022/23
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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 at **90 Florence Ribeiro Avenue, New Muckelneuk, PRETORIA**. 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.

2. PURPOSE

The Department of Planning, Monitoring and Evaluation needs to appoint 24/7 Physical Security Service Provider at **90 Florence Ribeiro Avenue, New Muckelneuk, 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 service providers and visitors.
- 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: 90 Florence Ribeiro Avenue, New Muckelneuk, PRETORIA .	36 Months	
Provide monthly performance reports including patrol stick reports.	Monthly	
Provide a security contingency plan.	As required	
Recording of all incidents/ events in the Occurrence Book (OB).	Daily	
Provide all security registers including visitors receipt book.	As required	
Conduct induction/workshop	Quarterly / when a need arises	
Conduct site visits (day and night)	Daily per shift	