

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

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**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.**

**1. 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.

**2. BACKGROUND/ 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.

**3. SCOPE OF WORK**

3.1. The service provider shall provide security personnel 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.

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3.2. The service provider must supply security officers accredited to work at a National Key Point area as outlined below:

<b>Shift</b>	<b>Days</b>	<b>Requirements (attached certificate)</b>	<b>Number of Security Personnel</b>	<b>Area of Responsibility</b>
Day 6H00 – 18H00	Monday to Sunday	• Grade 12, PSIRA Grade C	5	International Departure
		• Grade 12, PSIRA Grade C	5	Main gate
		• Grade 12, PSIRA Grade C	2	Hold Baggage System (HBS) point
		• Grade 12, PSIRA Grade C	1	Domestic Arrival
		• Grade 12, PSIRA Grade C	5	Domestic Departure
		• Grade 12, PSIRA Grade C	2	Administration Building
		• Grade 12, PSIRA Grade C	4	Car parking and Rental Parking areas
		• Grade 12, PSIRA Grade C – <b>Armed</b>	2	Perimeter Patrol (airside & Landside)
		• Grade 12, PSIRA Grade C – <b>Armed</b>	2	Fuel Farm
		• Grade 12, PSIRA Grade B	1	Supervisor
		• Grade 12, PSIRA Grade A	1	AVSEC Manager
Night 18H00 – 06H00	Monday to Sunday	• Grade 12, PSIRA Grade B	1	Supervisor
		• Grade 12, PSIRA Grade C	3	International Departure

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		<ul style="list-style-type: none"> <li>Grade 12,</li> <li>PSIRA Grade C</li> </ul>	3	Main gate
		<ul style="list-style-type: none"> <li>Grade 12, PSIRA Grade C</li> </ul>	2	Administration Building
		<ul style="list-style-type: none"> <li>Grade 12, PSIRA Grade C</li> </ul>	1	Old Terminal Building
		<ul style="list-style-type: none"> <li>Grade 12, PSIRA Grade C</li> </ul>	3	Car parking and Rental Parking areas
		<ul style="list-style-type: none"> <li>Grade 12, PSIRA Grade C – <b>Armed</b></li> </ul>	2	Perimeter Patrol (airside & Landside)
		<ul style="list-style-type: none"> <li>Grade 12, PSIRA Grade C – <b>Armed</b></li> </ul>	2	Fuel Farm

#### 4. PRICE STRUCTURE

4.1. The bidder must separately submit and provide a complete price structure/ break-down per security personnel, as per the guideline indicated below.

##### A. Price Structure: Grade C security personnel per month: **Day shift**

Description	Amount
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
COVID/WCA	R
Uniform	R
Training: NKP	R
: Dangerous goods CAT 12	
: Part 108, 109 and 110	

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<b>Total per Security Personnel Grade C inclusive of VAT</b>	<b>R</b>
<b>Number of security personnel Grade C (day shift)</b>	
<b>Total monthly cost as per number of security personnel</b>	<b>R</b>

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

Description	Amount
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
COLID/WCA	R
Uniform	R
Training	R
<b>Total per Security Personnel Grade C inclusive of VAT</b>	<b>R</b>
<b>Number of security personnel Grade C (night shift)</b>	
<b>Total monthly cost as per number of security personnel</b>	<b>R</b>

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

Description	Amount
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

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Bonus	R
UIF	R
COVID/WCA	R
Uniform	R
Training	R
<b>Total per security personnel Grade A inclusive of VAT</b>	<b>R</b>
<b>Number of security personnel Grade A (day shift)</b>	
<b>Total monthly cost as per number of security personnel</b>	<b>R</b>

**D. Price Structure: Grade B security personnel per month: Night shift**

Description	Amount
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
COVID/WCA	R
Uniform	R
Trainings : NKP	R
Dangerous goods CAT 6	
Part 108, 109 and 110	
<b>Total per Security Personnel Grade B inclusive of VAT</b>	<b>R</b>
<b>Number of security personnel Grade B (night shift)</b>	
<b>Total monthly cost as per number of security personnel</b>	<b>R</b>

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**E. Price Structure: Grade B security personnel per month: Day shift**

Description	Amount
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
Trainings : NKP	R
Dangerous goods CAT 6	
Part 108, 109 and 110	
<b>Total per Security Personnel Grade B inclusive of VAT</b>	<b>R</b>
<b>Number of security personnel Grade B (day shift)</b>	
<b>Total monthly cost as per number of security personnel</b>	<b>R</b>

**Bidding Pricing Structure**

Description	Qty	Unit Price per personnel	Total per month	Year 1	Year 2	Year 3
Grade C security personnel Mon to Sun (day shift)						
Grade C security personnel Mon to Sun (night shift)						
Grade B security						

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personnel Mon to Sun (day shift)						
Grade B security personnel Mon to Sun (night shift)						
Grade A security personnel Mon to Fri (day shift)						
Sub-total (excluding VAT) 3 years						
VAT						
Grand total (including VAT) 3 years						

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

## **5. PROJECT PLAN**

The bidder should 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 with qualifications that meet SACAA requirement for Management position.
- 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 (training program) 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.

- g) The service provider shall be expected to develop Manual Operational Plan for security screeners organisation that should be approved by SACAA during the first three months of appointment.
- h) 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.
- k) The Service Provider will be required to be accredited with SACAA for Screener Organization within six months of its appointment at the airport.
- l) The Service Provider will be required to register with Government Security Regulator as a National Key Point service provider to the airport within one month after the appointment.

## **6. PROJECT DETAILS**

### **6.1. Project Duration**

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

### **6.2. 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.

### **6.3. Proposal Submission**

Bid documents must be placed in the bid box OR couriered to the address on or before the stipulated closing date and time as indicated in the SBD1.

Bid documents will only be considered if received by the entity on or before the closing date and time.



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**Bidders are required to submit their bids in two clearly marked envelopes as follows:-**

<b>ENVELOPE 1 (FUNCTIONALITY)</b>	<b>ENVELOPE 2 (PRICE &amp; B-BBEE)</b>
<b>Exhibit 1:</b>  Administrative and mandatory documents <i>(Refer to paragraph 8.1 - Gate 0: Administrative requirements (Table 1))</i>  Pre-qualification criteria <i>(Refer to paragraph 8.2 - Gate 1: Minimum B-BBEE status level of contributor.</i>	<b>Exhibit 1:</b>  Pricing Schedule <i>(Refer to paragraph 3.2 – Pricing Structure – Pricing Submission)</i>
<b>Exhibit 2:</b> <ul style="list-style-type: none"> <li>• Functionality Responses and Bidder Compliance Checklist for Technical Evaluation</li> <li>• Supporting documents for technical responses.  <i>(Refer to paragraph 8.3 - Gate 2: Functionality Evaluation Criteria)</i> </li> </ul>	<b>Exhibit 2:</b>  SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017.
<b>Exhibit 3:</b>  General Conditions of Contract (GCC)	
<b>Exhibit 4:</b> <ul style="list-style-type: none"> <li>• Company Profile</li> <li>• Any other supplementary information</li> </ul>	

**6.4. Project Enquiries**

For technical enquiries:

Contact person: Mr Abe Chauke

E-mail address: [abe.chauke@gaal.co.za](mailto:abe.chauke@gaal.co.za)

Tel: 015 590-8025

For administrative enquiries:

Contact person: Mr Julius Ramatjie

Email address: [scmgroupp@gaal.co.za](mailto:scmgroupp@gaal.co.za)

Tel: 015 590-8016

## **7. PROJECT/ SERVICES REQUIREMENTS**

### **7.1. Eligibility**

- a. Prospective service providers shall be subjected to a security screening process through the State Security Agency prior to the appointment.
- b. 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.
- c. The following requirements must be adhered by the winning bidder after appointment:**
  - I. Part 109 (Baggage and Passenger screening) and Part 110 (SACAA certification)
  - II. Part 108 (Cargo Security)
  - III. Level 2 AVSEC qualification (Recognise by SACAA) for Supervisor
  - IV. Level 3 AVSEC qualification (Recognise by SACAA) for Manager
  - V. Dangerous goods CAT 6
  - VI. Dangerous goods CAT 12
  - VII. National Key Point accreditation certificate – within one month after appointment.
  - VIII. Screeners Organization certificate from SACAA – within six months after appointment.
  - IX. Public Liability Insurance with minimum of R5million upon commencement of the contract.

### **7.2. 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 appointed 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.

### **7.3. 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.

### **7.4. Service Reports**

- a. Awarded service providers shall provide the airport with detailed performance report monthly. Such reports shall contain accurate information 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

#### **7.5. Ownership in services vests in the Airport**

- a. Any information supplied to or obtained by the service provider or its security personnel during the contract 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.

#### **7.6. Cancellation of the contract**

7.6.1. 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.

7.6.2. 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. EVALUATION CRITERIA**

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

<b>Administrative (mandatory) Criteria (Gate 0)</b>	<b>Pre-qualification Criteria (Gate 1)</b>	<b>Functionality Evaluation Criteria (Gate 2)</b>	<b>Price and B-BBEE Evaluation Criteria (Gate 3)</b>
Bidders must submit all documents as outlined in paragraph 8.1 (Table 1) below.  Only bidders that comply with all these criteria will proceed to Gate 1.	Pre-qualification criteria for preferential procurement applicable to this bid shall be to a bidder having a minimum B-BBEE status level of contributor of level 1 to 4.  Any bidder not meeting this B-BBEE requirement will be disqualified.	Bidder(s) are required to achieve a minimum of 154 points out of 220 points to proceed to Gate 3 (Price and B-BBEE).	Bidder(s) will be evaluated on price (weighted price) and B-BBEE claimed points

### **8.1 Gate 0: Administrative (mandatory) requirements**

Bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). **Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory.** During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid

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requirements. The bidder(s) proposal will be disqualified for non-submission of any of the documents.

**Table 1: Documents that must be submitted for administrative/mandatory requirements**

<b>Document that must be submitted</b>	<b>Non-submission may result in disqualification.</b>	
Original Bid Documents	YES	Duly completed and signed.
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.
Pricing Schedule (Non-Firm prices) – SBD 3.2	YES	Complete <b>(it must be submitted in a separate envelope)</b> .
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	Non-submission will lead to a zero (0) score on B-BBEE and will lead to elimination of the bid offer in terms of Clause 8.2.
Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	YES	Complete and sign the supplied pro forma document.
Certificate of Independent Bid Determination – SBD 9	YES	Complete and sign the supplied pro forma document.
Proof of registration on Central Supplier Database (CSD) (detailed CSD report)	YES	The bidder must be registered as a service provider on the Central Supplier Database (CSD).
<b>Original copy of B-BBEE certificate/ Original Sworn Affidavit or copy of sworn affidavit by CIPC</b>	YES	A bidder that fails to meet the pre-qualification criteria for preferential procurement mentioned in paragraph 8.2. shall be disqualified.
<b>PSIRA registration certificates of business</b>	YES	Bidders are required to submit their valid PSIRA certificate (certified copy) of the business at closing date.
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,	YES	Bidders are required to submit their valid PSIRA certificates of all directors as they appear on CIPC registration document (certified copies) at closing date.
PSIRA letter of good standing	YES	Bidders are required to submit their valid PSIRA letter of good standing
COIDA registration certificate	YES	Bidders are required to submit their valid COIDA registration certificate
National Key Point acknowledgement letter	YES	Bidders are required to submit their valid NKP acknowledgement letter

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Pricing Schedule	YES	Pricing structure must be completed in full for all service categories and be put in a separate envelope. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.
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## **8.2 Gate 1: Pre-qualification Criteria**

The pre-qualification criteria for preferential procurement applicable to this bid shall be to a bidder having a minimum B-BBEE status level of contributor of level 1 to 4. Any bidder not meeting this B-BBEE requirement will be disqualified.

Bidders must submit **Original certified copy of** B-BBEE certificate (recognised by SANAS agency)/or **Original signed** Sworn Affidavit or copy of sworn affidavit by CIPC.

## **8.3 Gate 2: Functionality Evaluation Criteria**

All bidders are required to respond to the functionality evaluation criteria.

Only Bidders that have met the Pre-Qualification Criteria in (Gate 1) will be evaluated in Gate 2 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 220 points and are required to achieve minimum threshold of 154 points to proceed to Gate 3 for Price and B-BBEE evaluations; and

As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.

<b>Functionality Evaluation Criteria</b>	<b>Weight</b>	<b>Value</b>	<b>Total</b>
1. Number of contracts of a similar Aviation Security services (attach reference letters with clear contact persons and telephone)	10	3	30

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0 = 0 contract 1 = 1 – 2 contracts 2 = 3 - 4 contracts 3 = 5 contracts +			
2. Experience in rendering of any security services (attach reference letters with contact details and contract period).  0 = no years of service 1 = 1 - 3 years 2 = 4 - 6 years 3 = 7 years +	20	3	60
3. Bidder's office and operational control room existing 24/7 within the Republic of South Africa. (Telephone line or cell phone; Base radio; Two-way radio; Firearm safe; Lockable door, Occurrence book and computer/laptop) 0 = no existence of control room 5= existence of control room	10	5	50
4. Proven Number of contracts in any Security services (attach reference letters with clear contact persons and telephone) 0 = 0 contract 1 = 1 – 2 contracts 2 = 3 - 4 contracts 3 = 5 contracts +	20	3	60
5. Detailed Project Plan in terms of paragraph 5 above.  0 = none-existence of plan 1 = less satisfactory of Project Plan (5 less coverage items from Project plan) 2 = satisfactory of Project Plan (more than 5 coverage of items from Project Plan)	10	2	20
<b>TOTAL</b>			<b>220</b>



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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.**

#### **8.4 Gate 3: Preference Point System,**

Only Bidders that have met the 154 points threshold in Gate 2 will be evaluated in Gate 3 for price and B-BBEE

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

<b>FINAL EVALUATION CRITERIA</b>	<b>POINTS</b>
Price	80
B-BBEE	20
<b>Total</b>	<b>100</b>

### **9. SPECIAL CONDITION OF THIS BID**

#### **9.1. Terms and conditions:**

9.1.1. 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.

9.1.2. 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.

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

9.1.4. 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.

9.1.5. 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.

9.1.6. 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.

9.1.7. 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.

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

9.1.9. 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.

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

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

9.1.12. 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.

9.1.13. Bidders may ask for clarification on this TOR or any of its Annexures up to close of business seven (7) working days before the deadline for the submission of bids. Any request for clarification must be submitted by email to the contact person. Copies of questions and answers will be published on the entity's website, without revealing the identity of the source of the questions.

9.1.14. 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 result in rejection of the bid concerned.

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

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**ANNEXURE “A”**

**SECURITY SERVICES OUTLINE**

<b>1. Purpose of work</b>	To render 24/7 Aviation Security Services at the premises of the airport.
<b>2. Shifts</b>	<b>Day shift:</b> 06h00 to 18h00(Monday to Sunday and Public Holidays)
	<b>Night shift:</b> 18h00 to 06h00(Monday to Sunday and Public Holidays)
<b>3. Security Equipment's, Aids and Facilities</b>	Uniform, Occurrence Book, Pocket books, Handheld Metal Detectors'(HHMDs), Vehicle Mirror search, Two -way Radios, 4 X 4 Patrol Vehicle, 2 Firearms per shift and Cellphone.

<b>4. Legal Requirements</b>	<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>
<b>5. Security Officers (Educational Level)</b>	The security officers must be registered in terms of the Private Security Industry Regulation Act 56 of 2001 and accredited by the Security Industry 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

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	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 of age.
	Security supplied to render aviation security services must have had at least three (3) years of aviation security services experience.

<b>6. General Requirements for Security personnel</b>	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.
	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.
<b>7. Security Uniform and identification</b>	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.
	A clear identification card of the service provider or

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	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.
<b>8. Inspections by Supervisors/ Management Staff</b>	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.
<b>9. Vehicle for patrol</b>	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.

**10. Security Duties and Responsibilities**

The security officers will be required to perform the following security duties:

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, which entail requesting a person who requesting a person who require entry into the premises to:

10.1.1. Furnish his/ her name, address and any relevant information required by the authorized officer.

10.1.2. Produce proof of his/ her identity to the satisfaction of the authorized officer.

10.1.3. Declare whether he/she has any dangerous object in his possession or custody or under his control.

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.

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.

10.1.6. Hand to an authorized officer anything which he/she has in his possession or custody or under his/her control for examination or custody until he/she leaves the premises.

11. Supervisor to supervise all duties of security personnel and make sure that all duties are performed, and posts are always covered with qualified AVSEC officers.

**12.1. Perform Access Control duties which shall:**

- 11.2.1. 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:**

- 12.2.1. 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.
- 12.2.2. Protect the property of the airport at the site against theft, vandalism or any other criminal activities.
- 12.2.3. 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.
- 12.2.4. Check for intruders, identify strangers and ascertain their right to be present in that particular area or building.
- 12.2.5. Check that all outer doors, windows and gates are secure each time the patrol passes. A physical examination of each point is required.
- 12.2.6. Check for actual or potential fire/ safety hazards and risks; and report them.

**12.3. Parking Reservations**

- 12.3.1. Reserve parking for visitors coming for official business to the airport.
- 12.3.2. Ensure that no vehicular traffic congestion occur in front of the reception.
- 12.3.3. Ensure that the drop off zone is always open and unobstructed.

**12.4. On-site supervision and Reporting Protocol**

- 12.4.1. The security officers provided and placed on site by the service provider

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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.