

LAERSKOOL FLEUR

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Request for Proposals

SECURITY GUARDING SERVICES

RFP02/05/2024

Compulsory briefing: N/A

Closing date :07 June 2024 @12:00

Laerskool Fleur primary invites prospective supplier to submit their proposals for the provision of Security Guarding Services for a period of 3 years (36 months). Your proposal could form the basis for future negotiations and ultimately a contract between you and the School Governing Body.

1.Required Compulsory documents

- 1.1 Company profile
- 1.2 Detailed Quotation
- 1.3 CIPC documents
- 1.4 Tax pin
- 1.5 CSD report
- 1.6 Proof of registration with PSIRA.
- 1.7 Pricing structure.
- 1.8 Valid copy of proof of registered company address.
- 1.9 Valid copy of B-BBEE Certificate or BBBEE Affidavit.
- 1.10 3 Verifiable references (similar work at schools will be added advantage)

2.Scope of work:

The scope of work will include:

- 2.1.1 Two-day shift Security Guards (Grade C) - Monday to Friday
- 2.1.2 One-night shift security (Grade C) – Monday to Sunday
- 2.1.3 Live clocking system and GRPS radios at gate.

- 2.1.4 5 radios (Gate and reception)
- 2.1.5 Body Cameras for guards on duty

2.2 Functions of Security Guards

2.2.1 Gate Security

- 2.2.2 Receive visitors at the main gate.
- 2.2.3 Assist with access control. Visitors are not allowed on the school premises without an appointment.

Roaming Guards

- 2.2.3 Maintaining order at the school at all times.
- 2.2.4 Roaming of corridors.
- 2.2.5 Checking timetables of learners that are not in the classroom during scheduled times.
- 2.2.6 Accompany learners that are not adhering to class schedules to class or office.
- 2.2.7 Assisting teachers with uncontrolled learners in and outside classes.
- 2.2.8 Assisting with crowd control when needed.
- 2.2.9 Conducting spot checks in bathrooms.

3. SPECIAL CONDITIONS FOR SECURITY GUARDS

- 3.1 Guards must be dressed in full company security uniform and be presentable when on duty.
- 3.2 Guards must be in possession of a two-way radio communication device when on duty.
- 3.3 All guards deployed to Laerskool Fleur Primary must be registered at PSIRA.
- 3.4 All guards must at least have a Grade C security grading.
- 3.5 Guards must wear an ID card whilst on duty and which is clearly visible.
- 3.6 All guards must have police clearance and may not have a criminal record.
- 3.7 Security guards must be in good health.
- 3.8 Guard must have body camera when on duty

GENERAL REQUIREMENTS OF THE SERVICE PROVIDER

- 4.1 The service provider must have a 24 hour dedicated control room.
- 4.2 The control room must have an electronic two-way radio base set and an emergency back-up service.
- 4.3 The service provider must submit proof of a Public Liability Insurance Policy.
- 4.4 All guards have to receive job function training prior to placement on Laerskool fleur Primary premises.
- 4.5 All guards must be provided with the necessary stationary.
- 4.6 Management of the supplier need to conduct regular visits to the premises to ensure adherence to standards and monitoring of service delivery and reporting.
- 4.7 The service provider must ensure that guards report for duty at least 15 minutes before the start of a shift.
- 4.8 Monthly reports with regards to the guarding services at Laerskool Fleur must be delivered to the Discipline office at the school.
- 4.9 Suggestions to more effectively manage risks as they are identified.
- 4.10 Guards must be equipped with all the necessary communication tools and devices as stipulated in this RFP.

NB: All submissions should be hand delivered to the school for the attention of the SGB. For enquiries contact the school Principal: 012 664 5796