



NOTICE TO SUBMIT TENDERS FOR LERATONG CITY SECURITY CONTRACT

Compliment

- 9 x Day Shift Grade C Guards
- 1 x Day Shift Grade B Armed Supervisor
- 5 x Night Shift Grade C Guards, of which 1 is an Armed Grade C Guard
- **24hr emergency assistance and armed reaction**
- **All guards must be clearly identifiable, uniformed and issued with the appropriate PPE where applicable**
- Contract period: **The contract will be awarded for an initial period from the opening date to 28th February 2027. If the contractor performs to the required standard during the initial period, then the contract may be renewed for a further 12 months, at the discretion of the Client.**

Scope of Work

The service provider will be responsible to perform and provide full security services to the Leratong City through guarding duties, patrolling duties, access control duties, control room duties and emergency response duties.

Monitor, note, report, investigate and pursue suspicious persons and situations, safety hazards, and unusual or illegal activity on the premises. Pro-actively deal with any security-related incidents, as directed by the control room operator, supervisor or other member of facilities management staff.

Deal professionally with victims of crime and individuals in confrontational situations. It is expected that individuals committing crimes at Leratong City will be observed, detained or arrested at the officer's discretion awaiting the arrival of the SAPS.

Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good public relations. Render aid to accident victims and other persons requiring first aid for physical injuries.

Record all incidents in the appropriate format and write concise and accurate incident reports every month. Testify in court to present evidence or act as witness in traffic and criminal cases.

Undertake staff training as required and receive guidance and instruction from the supervisor when necessary.

Carry out special duties, e.g. in connection with events days, public, visitor or staff demonstrations and attend and assist at any emergency incident as directed by Leratong City management staff or Exemplar head office personnel.

Lock and secure gates and doors after hours.

Hours of Work

The working conditions must comply with the Basic Conditions of Employment. Contracts are to be priced as per the latest Government Gazette for minimum payments to the Security Contract Sector.

Employees are not required to work overtime and the maximum of 45 hours per week per employee should be adhered to. Employees may only work overtime by prior arrangement and approval. Night shift and weekend shifts must therefore be

compensated as per the Government Gazette for minimum payments to the Security Sector and within the provisions of the Basic Conditions of Employment Act.

The services must be 24 hours, 365-day service.

Quality

The service provider is expected to maintain the highest standard of security as can be expected in a retail shopping centre environment. Industry codes of good practice, SABS and SANS codes for the security sector must be adhered to where applicable. The service provider must be registered with PSIRA, and all guards must have the applicable competency certificates, training certificates and clear background checks.

Equipment

All equipment required to fulfil the security obligations must be supplied by the service provider, maintained and in operation at all times during the contract. Should equipment become faulty, fall into disrepair and/or require replacement the service provider must arrange for temporary equipment to be placed on the site until a replacement is sourced. Equipment relates firearms, firearm safes etc. The radios will be provided.

- PPE if applicable
- Firearm- TBD with 3 magazines and 2 pouches
- Firearm cleaning kit.
- Bullet trap
- Handcuffs for every security officer working on site
- Bullet proof Jacket that fit all sizes for Armed Officers
- Baton or Tonfa
- Torches for all nightshift Security Officers with chargers
- Pepper spray
- Airhorn
- **Weapon safe that is fitted according to the Firearm Control Act to be supplied by Exemplar**
- **Radios to be supplied by Exemplar**

Note:

There are no tender documents for completion, all that is required is listed below, references and a detailed quotation which must follow the following format:

Labour Cost (In terms of the Basic Conditions of Employment and the Sectoral Determination for the contract security industry and must be PSIRA registered)

Ops Costs (Maintenance provisions for equipment and equipment replacement)

Consumables

Overheads and markup

VAT (if applicable)

Following documents to be included with submission:

- ID Doc -All Directors.
- Form COR 14.3 Registration Certificate (Companies and Intellectual Property Commission (CIPC))
- PSIRA -Company Registration Document.
- PSIRA -Directors Certificates
- COIDA / WCL -Letter of Good Standing DEPT OF LABOUR
- SARS VAT Registration Documents / Proof not VAT Registered

- SARS Tax Clearance
- PSIRA -Letter of Good Standing
- Provident Fund -Proof of Registration
- Provident Fund -Letter of Good Standing
- Bargaining Council -Proof of Membership NBC -Not Mandatory
- Proof of Banking documents Bank Letter)
- Original Company Letterhead.
- Guard payslips for previous month.
- Sample of Occurrence Book (OB)
- Sample of Instruction Book (IB)
- Sample of Site File
- Sample of Site Instruction Manual
- Proof of Public Liability insurance & Insurance.
- List of Vehicle Fleet
- SAPS Firearm Register Extract
- Important- No Joint ventures will be accepted (JV's)

The following Site Documents will be required during Operations:

- Occurrence Book **(OB)**
- Instruction Book **(IB)**
- Management & Supervisory Register
- Pocket Books for the Security Officers on a monthly basis
- Weapon register and weapons permit.
- Key register
- Contractor/Delivery access control book
- Lost and found register
- **Site file with the following documents in it:**
 - Security Officer attendance register/ time sheets
 - SOP/ Site Instruction
 - Security Officers PSIRA Certificate & ID
 - Fire-arm competency and firearm license
 - The roster of the SO's on-site
 - Inventory of Exemplar & Security Company's equipment

Tenders to be emailed to: tenders@expreit.co.za

Tender submission closes: 17:00pm 31 July 2026

Commencement of Contract: 01 October 2026

Should you receive no response after a period of two weeks from the deadline, please accept that your tender was unsuccessful.

Companies from the Mogale City community will be given preference.

**Operations Manager
Leratong City**