

SECURITY REQUIREMENTS FOR TENDERS & TENDER BRIEFINGS.

Security Requirements Port of Saldanha:

The Authority is responsible for security in accordance with rule 139 of the port rules.

The following security requirements are deemed to be binding on acceptance of a purchase order that is to be fulfilled at one or more of the TNPA Port of Saldanha premises.

Prospective Service providers are to familiarize themselves with the below security requirements during and after tender stage at TNPA Port of Saldanha:

- ❖ Entrance onto TNPA premises are subject to adherence to all Security and Safety protocols.
- ❖ Persons may access only those areas that are relevant to the work being carried out.
- ❖ In order to gain access to the premises, a valid visitor' or permanent access permit must be shown to security personnel.
- ❖ The visitors /access permit is personalized and non-transferable
- ❖ The security department may confiscate permits that are used inappropriately.
- ❖ The loss of a permit must be reported immediately to the security department (022 7035438) and to the Project Manager of TNPA.
- ❖ After completion of the work carried out on behalf of TNPA, the permit must be returned to the security department.
- ❖ Parking on the TNPA premises for longer periods is not permitted.
- ❖ Security access permits in accordance with rule 141 of the Port Rules will be issued to the employees of the successful bidder after a site access certificate from SHEQ Department has been issued.
- ❖ When the duration of a contract is shorter than six months, temporary permits will be issued to the contractor on a month-to-month basis.
- ❖ For contracts longer than six months, an access card will be issued and is free of charge. However, in the event where the card is lost a replacement fee is as stipulated in the tariff book is to be paid.
- ❖ Contractors are responsible for the protection of their own equipment on site.
- ❖ Where site camps are to be set up, the securing of the particular site camp must be outlined in a security plan and such is to be presented to the security department for approval.
- ❖ All tools that contractors intend to use on TNPA premises must be recorded on a tool list provided by the contractor and presented to security when requested.
- ❖ The successful bidder is to apply for security access permits via the office of the Project Manager.
- ❖ Short-term permits are 1 day to 6 months.
- ❖ **Long-term permits are for a period more than six months. * Take note that a valid police clearance no older than 12 months is to accompany all permit applications for permits longer than six month.**

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*Executive

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- ❖ **NB! Application for permits are to be done in the following manner:**
 - Application typed on your Company's letterhead (company registration/vat registration no and company contact details and physical address).
 - Business reason in the Port and Company profile summary to be submitted.
 - Contractors must disclose the details of the contracting company. (Who and the duration).
 - Areas access is required in the port, please be specific, all areas in the Port will not be accepted.
 - Name, Surname and Id number of applicant (or List).
 - Vehicle Registration, make and colour e.g. CA 123, VW Golf, Aqua Silver.
 - Police clearance not older than 12 months
 - Original Certified copy SA ID/Passport not older than 12 months
 - Foreigners – certified copy of passport and other relevant documents e.g. Work permit.
 - Application must be dated and signed by a senior company official or appointed official
 - Forward application to SecuritysupervisorsSLD@transnet.net and Elizabeth.Adams@transnet.net and the respective Project Manager for the contract.
- ❖ All applications for permits with the necessary documentation as stipulated above, must reach the security office one week prior to commencement of the respective project.
- ❖ Where the extension of a permit is required due to the duration of the contract that has been extended, such extension shall be done via the office of the Project Manager to the security department.
- ❖ Contractors are required to comply with all security instructions and Port rules. Where there is non-compliance to permit conditions or security rules, security reserves the right to exercise its mandate in terms of rule 143 of the port rules.
- ❖ No photos is to be taken on the premises without prior arrangements and approval from the security office.
- ❖ All Security incidents must be reported to the security control room **022 703 5438/073 1977730**
- ❖ **142. Compliance with the conditions of an access permit**
- ❖ **A person in the Port must comply with the conditions of his/her access permit unless the person is in an area of the port that is designated as not requiring an access.**

Kind Regards,
Security Management