

**DESCRIPTION OF WORKS TO ASSIST  
TENDERING FOR SECURITY SERVICES**

**TO**

**TANGANYIKA FARMERS' ASSOCIATION PLC**

**FOR**

**TFA SHOPPING CENTRE - ARUSHA**

(Plot No. TFA Godowns, Sokoine Road, Esso Corner)

**& TFA HEAD QUARTERS - ARUSHA**

(Plot No. 76 Block "E", Adjacent Arusha School)

Plans for both Premises Attached Herewith

PROPOSED CONTRACT DURATION: 1<sup>ST</sup> JANUARY 2020 TO 31<sup>ST</sup> DECEMBER 2020

## **INTRODUCTION**

To assist tendering, TFA has set some guidelines so that all bidders have the same information. The description below is however provisional only and not binding to TFA. The wording herein shall not be taken to mean TFA is bound to accept or not accept or has accepted any bid and/or give reasons for its decision whatsoever.

These guidelines are only in addition to the usual tender submissions which include but not limited to Company profile, Ability & Experience to perform the tasks, List of Areas the bidder has performed duty, etc.

## **THE SERVICES AND TERMS**

The CONTRACTOR shall provide security services to protect the CLIENTS following premises as per the terms below and the accompanying Schedule 1.

- 1) THE SECURITY GUARDS provided by the contractor will be for twenty-four hours in the shifts of 12 hours and shall provide complete security arrangement and protection of the said premises round the clock.
- 2) The PREMISES are:
  - a) The CLIENT’S entire ARUSHA SHOPPING CENTRE (ASC) – located at NGARENARO Arusha
  - b) The CLIENT’S entire HEAD QUARTERS (HQ) – located at CLOCK TOWER ADJACENT ARUSHA SCHOOL Arusha
  - c) See attachment 1 & 2 for a) and b) premises respectively and proposed guards stations
- 3) Seventeen (17) trained and uniformed security guards shall be in attendance on the PREMISES every day including Saturdays and Sundays and on all public holidays and at all hours.
- 4) The CONTRACT SUM shall be computed and arrived at as follows:

<b>Schedule 1: Guards, Locations &amp; Tools</b>					
<b>S/No</b>	<b>Description</b>	<b>Location</b>	<b>Number</b>	<b>Tools of Trade</b>	<b>Qty</b>
1	Uniformed security guards for 12Hours Day Shift	Main Gate ASC	1	Whistles	9
		Western Gate ASC	1	Radio calls	9
		Western Wing ASC	2	Batons	9
		Eastern Wing ASC	2	Hand cuffs	4
		Central Zone ASC	1		
		Main Gate HQ	1		
		Rear Yard HQ	1		
2	Day Shift Supervisor	ASC	1		
3	Uniformed security guards for 12Hours Night Shift	Main Gate ASC	1	Whistles	7
		Western Wing ASC	2	Radio calls	7
		Eastern Wing ASC	2	Batons	7
		Central Zone ASC	1	Hand cuffs	4
		Main Gate HQ	1	Torches	7
4	<b>TOTAL</b>	<b>Guards + S/visor</b>	<b>17</b>		
5	Other tools as shall be agreed between CONTRACTOR and CLIENT				

- 5) To carry out detailed rounds of inspection during such period.
- 6) To see and ensure that no illegal, dangerous, harmful or objectionable materials, articles or goods, or the same (example dangerous animals) which can otherwise cause annoyance or disturbance to premises and to assist the client in removing the same, if any, from premises:
- 7) The CLIENT may at his discretion request for extra security guards over and above those agreed herein. In such event the CONTRACTOR shall invoice the CLIENT for such security guards to be supplied at the rate agreed hereinabove.
- 8) The parties hereto may from time to time by mutual agreement review the number of personnel and the rates provided herein.
- 9) The CONTRACTOR shall conduct regular unscheduled patrol and surprise checks and visits (at least one such visit per 12 hour shift) to the CLIENTS locations at intervals to alleviate any insecurity situations and to ensure that the guards at the various posts are alert at all times of the night.
- 10) Resulting from the above checks the CONTRACTOR shall have the right to replace/remove any guard from the PREMISES or from any location thereof with a view to improve the security activities at the PREMISES and or location and or discipline negligent employees.
- 11) The CLIENT may require the CONTRACTOR to remove from the PREMISES any security guard or other employee of the CONTRACTOR who in the opinion of the CLIENT is or has acted inappropriately and not in the best interests of the implementation of this Agreement, and the CONTRACTOR shall forthwith comply.
- 12) The CLIENT shall be entitled to supervise the services provided by the CONTRACTOR and if it finds that the conduct, behavior and performance of work of any of its security guard is unsatisfactory, it may issue directions to the CONTRACTOR to immediately recall the particular person and substitute him by another and the contractor shall comply with such directions issued by the CLIENT forthwith.
- 13) The CONTRACTOR shall supply to the security guard and other employees of the contractors all tools of trade required for the efficient discharge of the duties of the CONTRACTOR under this Agreement. All such tools shall remain the property of the CONTRACTOR.
- 14) The contractor agrees and undertakes that the security services provided by the security guards shall be to the entire satisfaction of the client and the contractor will make it clear to the security guards that the latter are employees of the contractor and they shall have no claims against the client and the client shall not be liable to wages, salary, compensation and any statutory benefits due to the security guards under the labour law and other legislation and the contractor shall be responsible for providing such amenities to its employees admissible under the law/rules/service conditions.
- 15) Without derogating from the generality of the foregoing all security guards under this Agreement shall be uniformed, vetted through the Investigation Bureau of the Ministry of Home Affairs, provided with

security gear such as whistles, knives, batons, walkie-talkie/radio calls, hand cuffs and fire arms (where a security threat requires the same).

- 16) The security guards shall at all times be dependable and they shall not in any way:
  - a) Temper with any equipment, machinery or fixtures installed at the PREMISES.
  - b) Use any water, power or other utilities on the PREMISES except in execution of the services.
  - c) Enter, remain or otherwise be on the PREMISES other than in execution of the SERVICES.
  - d) On expiry or earlier determination of agreement, the contractor and the security guards shall vacate the premises, without in any way causing any damage to the said premises and the property therein.
- 17) Deployment of ARMED guards to any location shall be at the discretion of the Supervisor and the supervisor shall immediately inform the CLIENT the reason a firearm at the incident was necessary.
- 18) The CONTRACTOR shall show ability and experience to perform access control which performance may be required by the CLIENT at a later stage of the contract.
- 19) The CONTRACTOR shall be provided a room at the ASC sufficient for the Guard supervisor to perform his duties.
- 20) All above terms are provisional for tendering purposes. Detailed agreement shall be drawn between the CLIENT and the CONTRACTOR who shall have won the tender.
- 21) TFA is not bound to accept or not to accept the lowest, the highest or any tender and is in no way obliged to give reasons as to its decision whatsoever.