

EXPRESSION OF INTEREST

DBMNE0376 - PROVISION OF ACCESS CONTROL AND RELATED SECURITY FUNCTIONS AT THE NAMDEB CENTRE FOYER

SCOPE OF WORK:

Debmarine Namibia is seeking for an experienced service provider to provide security services for the Namibia De Beers Group of Companies (DBMN, NDTC, Namdeb).

- General building safety management – integration and participation with the Namibia De Beers Group of Companies employees and relevant policies, procedures and practises.
- Reporting and providing feedback as part of an integrated security management team consisting of the Namibia De Beers Group of Companies Resources and contracted security service providers.
- Staffing/Manning of the :
 - Security control room
 - Building front end and entrance – reception area
 - Building back entrance – parking area
- Scan, control and regulate entry points to the building as far as the movement of employees, visitors, contractors and equipment goods are concerned.
- Surveillance and where required physical patrols and observation duties.
- Duty hours are dependent on the specific functions but in general, access, surveillance and other critical service requires a 24 hours, 7 day week, 365 days presence and deployment of security personnel at the centre.
- Basic risk assessment as per requirements or as risks become known.
- Integration with formal law enforcement, City of Windhoek, fire and rescue and other related emergency services.
- General security awareness, interventions and patrols in order to provide protection to persons and assets.

DOCUMENTS TO BE DELIVERED:

1. Company profile
2. Years of security experience
3. Company risk assessment template and competency of the risk assessment
4. Organogram for the scope
5. Company registration documents
6. Documents substantiating and supporting the above requirements:
 - Demonstrate 5 years' experience of relevant security services. A key criteria will be companies of suitable size and dealing with complexities in line with the requirements needed for bigger corporate clients.
 - List 3 corporate clients relevant to this scope of work – describe the service provided and skills or competency required and number of resourced assigned to the service provided.
 - Training manuals.
 - Number of staff allocated to the scope of work, describing their skill, background and relevant experience and qualification for this scope of work.
 - Show services rendered in other regions in Namibia.

CLOSING DATE:

Registered companies or individuals interested in providing such services are requested to submit the required documentation with Reference Number **DBMNE0376** by **10 July** at **12h00 noon**.

ENQUIRIES:

The Procurement Officer

Tel: +264 61 297 8460

Email: DBMntenders@debeersgroup.com

Specify the Reference Number DBMNE0376

DISCLAIMER:

Debmarine Namibia shall not be responsible for any costs incurred in the preparation and submission of a response to this expression of interest and furthermore reserves the right not to extend this expression of interest into any future tenders, negotiations and or engagements.

Debmarine Namibia shall not accept submissions rendered after the closing date and time.

