

TERMS OF REFERENCE

SECURITY SERVICES FOR EURTF CATANIA, ITALY

I. BACKGROUND INFORMATION

Frontex EURTF (European Task Force) Office has been established in 2015. It is responsible for strengthening Frontex role as a coordinator in the joint operations, enhance situational awareness in the region and reinforce its contribution to increase and harmonise border management standards across the external borders of the EU. Its mandate is valid until the end of 2018.

II. TECHNICAL DESCRIPTION

1. OBJECTIVES

The objective of the contract is to provide security services for the seat of EU Regional Task Force in Catania, Italy. Frontex wishes to conclude a Framework Contract with a licenced security company providing security guards service. The starting date of the services: 14th September 2017. Services will take place in the seat of EU Regional Task Force in Catania- Via Transito 74, Catania- Sicily. The security guard desk is situated in the entrance hall of the building, opposite the entrance doors. The required services are to be concluded on a 24/7 basis.

2. DESCRIPTION OF THE EXPECTED SERVICES UNDER THE CONTRACT

The specific tasks required under the contract are:

- Monitoring the entrance of the premises, allowing access to authorized personnel only, as per approved list provided by the Frontex office manager- guests invited must always be accompanied by the authorized staff- as per approved list provided by the Frontex office manager;
- inspection of incoming deliveries parcels and mail using technical equipment as well-hand held, walk-through metal detectors and baggage x-ray;
- Reporting suspicions items to relevant authorities;
- Monitoring the video-surveillance system, operating the office intrusion detection alarm system, any other security related duties, as assigned by the Frontex office manager;
- Providing initial response to security and safety incidents, by contacting immediately the respective services;
Police, fire department, the contractor's control room and the Frontex office manager
- Patrolling randomly the premises outside working hours: the overall size of the office is about 600 m2 with one entrance only;
- Maintaining visitors entry/exit log in written form, placed at the security guard desk;
- Reporting to the Frontex office manager, when on duty;
- Other security related duties, as assigned by the Frontex office manager.

3. CONTRACTOR'S RESPONSIBILITIES

Provide 1 for 24 hours 7 days a week armed security guard posted at the place of performance. The Contractor shall provide high level professionalism and client-oriented approach to all services rendered for Frontex. The guard on duty should:

- have a working knowledge of English.
- carry out the duty in a uniform, representative for the service provider.
- be in a possession of individual licenses to perform security functions.
- carry side arm as required by the applicable regulation for the place of performance.
- Be trained and able to use technical equipment when taking up duties-metal detectors and baggage x-ray.
- have an independent means of communication with the control room of the security company (radio, mobile phone etc.).
- it is not the contractor's responsibility to provide the equipment for X-ray screening.

III. PAYMENTS AND INVOICING

The contractor shall issue original invoices after each month of the service provided.

The invoice must clearly indicate the month for which the payment shall be done and the total quantity of hours of service provided- as it differs from month to month.

Payment due to the contractor shall be made by Frontex via bank transfer within 30 days from receipt and acceptance of the invoice.