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Enquiries: OK Apollis
SN Sheik Ismail

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To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Chief Education Specialists, Deputy Chief Education Specialists, Principals and Governing Body Chairpersons of public primary and secondary schools

Short summary: *This circular informs schools of the mandatory procurement protocols to be observed when selecting a service provider to render private security guarding services at a school.*

Subject: Procurement related to private security guarding services

1. Introduction

- 1.1 All schools have a responsibility to ensure that the Western Cape Education Department's (WCED) Nine Point Safe Schools Plan is implemented as outlined in The National School Safety Framework and in the *Procedural Manual for Managing Safety and Security within WCED Institutions, 2003*, revised in 2017.
- 1.2 However, the need to protect schools sometimes necessitates the employment of private security guards at schools.
- 1.3 There are mandatory procurement protocols to be observed when selecting a service provider to render private security guarding services at a school.

2. Mandatory Private Security Industry Regulatory Authority (PSiRA) requirements

- 2.1 The mandate of the PSiRA derives from the Private Security Industry Regulation Act, 2001 (Act 56 of 2001). The primary objective of the PSiRA is to regulate the private security industry and to exercise effective control over the practice of the

occupation of security service providers in the public and national interest, and in the interest of the private security industry itself.

- 2.2 It is mandatory for all security companies to be registered with the PSiRA as well as be registered within the Central Supplier Database. It must be noted that the service provider needs to be registered with the PSiRA and not the owner of the business.
- 2.3 It is also mandatory for all security officers to be registered with the PSiRA. It is the responsibility of the service provider to ensure that the security officers rendering the service are registered with the PSiRA.
- 2.4 Failure to meet the above requirements disqualifies a service provider from rendering a safety and security related service.

3. Procurement of private security guarding services

- 3.1. All service providers must be registered and in current good standing with the
 - 3.1.1 Central Supplier Database (CSD Certificate);
 - 3.1.2 South Africa Revenue Service (Tax Clearance Certificate); and
 - 3.1.3 PSiRA (Print out from website as indicated below)
 - (a) Access the following Uniform Resource Locator (URL) on the internet: www.psiira.co.za
 - (b) Scroll down to "online services" on the right-hand side of the web page
 - (c) Click on "Business verification"
 - (d) Enter the PSiRA NUMBER **or** the registered COMPANY NAME
 - (e) Enter the CAPCHA CODE as indicated
 - (f) After pressing "submit", the registration status will be indicated. If the status is suspended or withdrawn, then the service provider is not eligible to render a service.
- 3.2. All security officers on duty **must** be attired in uniform and must wear their PSiRA identity card which displays their photograph and PSiRA registration number. Schools may verify the registration of the security officer by
 - (a) Accessing the following URL on the internet: www.psiira.co.za
 - (b) Scroll down to "online services "on the right-hand side of the web page
 - (c) Click on "Individual verification"
 - (d) Enter the PSiRA NUMBER **or** the security officer's IDENTITY NUMBER
 - (e) Enter the CAPCHA CODE as indicated
 - (f) After pressing "submit", the registration status will be indicated. If the status is suspended or withdrawn, then the service provider is not eligible to render a service.

4. **Implementation**

- 4.1. Should a service provider and/or a security officer be found wanting, the PSiRA may institute a warrant of arrest for the owner of the business providing the service, the security officer performing the service and/or the person(s) responsible for procuring the service.
- 4.2. Please bring this circular to the attention of all the respective role players.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2021-04-08