**Activity:** 24 Hour Security Service for GIZ House

**Project:** GIZ Office Yerevan

**PN:** 09.9257.8-001.00

**Period:** 01.04.2019-31.03.2020, one year with possibility of prolongation

**Tasks:**

Twenty four-hour (24-hour) uniformed and equipped security guard service (security guards working in rotational shifts) for GIZ House located on Baghramyan Str. 4/1, Yerevan.

**General responsibilities and job duties for Compound Guard Post:**

* Identify/inspect and register all incoming personnel and vehicles.
* If required, inspect all outgoing personnel and vehicles.
* Inspect and register all visitors upon authorization of entry.
* Ensure that all outgoing items have been approved by authorized management (gate pass).
* Deny unauthorized access to premises.
* Record any and all security breaches.
* Rove premises at irregular intervals, substitute positioned guards as necessary.
* Observe ongoing activities.
* Report any and all irregular activities to the Security Supervisor and GIZ office management.

**Mobile Patrol**

* Security service Patrol shall provide daily random checks of the GIZ premises a minimum of three (3) times during the night shifts (between 11:00 PM – 9:00 AM) and at least twice during the day shift (between 9:00 AM – 11:00 PM) on weekends and holidays.
* In addition to the above, Security service Patrol will also react immediately to any activation of based staff personal panic alarms and other calls for assistance.

**Ad Hoc Special Events**

Security service shall provide extra guards for special events held in the GIZ Armenia or other designated locations upon advance notice by the GIZ Armenia.

**General Requirements**

1. Each security guard shall work daily no more than it is allowed by local law.
2. Each security guard shall have knowledge of Armenian, English/German (at least elementar level), and Russian languages.
3. Each security guard shall have successfully completed the following training programs before assigned to post:

* Fire Safety, Using Fire Extinguisher
* First Aid Treatment
* Individual Safety Responsibility
* Accident Investigation
* Robbery Investigation Procedures
* Safety Orientation

**Additional information**

1. All tender participants shoud represent I their proposals at least three clients, which are comparable with GIZ. Additional information about GIZ is available under [www.giz.de](http://www.giz.de)