Procurement & Commercial

Pre-Qualification Questionnaire (PQQ) Attachment

PQQ\_320 - FW Services - Provision of Manned Guarding - Multisite 0228

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| **Procurement Overview** |
| **Pre-Qualification Questionnaire (PQQ) or OJEU Reference** |
| **PQQ\_320 - FW Services - Provision of Manned Guarding - Multisite 0228** |
| **Scope of Work** |
| SSE plc (SSE) have many sites, including buildings, compound, gas storage, transformer sites and generation stations throughout the UK. The company Head Office is based at 200 Dunkeld Road, Perth, Scotland.The Head of Group Security and Investigations (GS & I) is responsible for the specification, installation and maintenance of all security systems and personnel. In addition, there are Security Managers responsible for England, Wales and Scotland. The Service Provider shall always adhere to the requirements of the current issue of the SIA rules and regulations and other relevant UK Industry standards. As such all Guarding Staff must be SIA registered and have the relevant training required for the role.**Scope of Services include;*** Access Control: Monitoring and controlling entry and exit points to prevent unauthorized access.
* Patrol Services: Regular patrolling of the premises to deter and detect any suspicious activities.
* Incident Response: Immediate response to alarms, incidents, and emergencies, including liaising with local law enforcement if necessary.
* Surveillance: Continuous monitoring through CCTV and other surveillance systems.
* Reporting: Maintaining logs of activities, incidents and providing regular reports to the client.
* Emergency Procedures: Implementing and adhering to emergency response plans, including evacuation procedures.

**Duties and Responsibilities include;****Security Personnel:*** Maintain a visible presence on the premises.
* Conduct thorough inspections of the property.
* Enforce company policies and procedures.
* Assist in emergencies and provide first aid if required.
* Provide customer service assistance, including directions and information to visitors.

**Service Provider:*** Ensure all personnel are properly trained and equipped.
* Conduct regular performance reviews and provide ongoing training.
* Supply necessary uniforms and equipment.
* Implement a clear chain of command and communication protocols.
* Performance Standards
* Quality Control and Evaluation
* Communication and Coordination
* Confidentiality and Compliance
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| **Size / Volume / Length of Project:** |
| The contract will be used for all 14 SSE sites in Scotland, Wales and England. Site list; Keadby PS, Ferrybridge PS, Atwick gas storage, Aldbrough GS, Perth head office, Waterloo street Glasgow, Peterhead PS, Eurocentral Stores Motherwell, Medway PS, Malwood depot, Slough PS, Penner road, Forbury and Thatcham stores. |
| **Anticipated Project / Contract Duration:** |
| The term of the Framework Agreement will be for a two-year period with the option to extend by an additional 1 year period. |
| **Proposed Strategy:** |
| SSE is seeking to appoint one supplier who have the necessary capacity, capability, knowledge, and expertise to deliver a high-quality manned guarding service across the UK sites that’s require the service.Bidders will have the opportunity to bid one package for the whole of the UK. Individual sites/regions cannot be bid for.The PQQ will be opened up to the supply base, where the top five best suppliers will be invited to participate in the ITT.The ITT will be based on a commercial and technical submission. |
| **Proposed Form of Contract** |
| Terms and Conditions will be SSE Supply of Services.Any resultant Agreement entered into shall be governed under English law. |
| **Contract / Framework Agreement** |
| The intention of the Authority is to make an Agreement between the Authority and the successful Supplier(s). The following are Parties to the Agreement SSE Services Plc, Southern Electric Power Distribution plc and Scottish Hydro Electric Power Distribution, SSE Renewables, SSE Generation and SSE Transmission. The Framework Agreement may also be called off by other SSE group affiliates. |