

The interested firms/companies are requested to quote their best offer as per the appended job description in a sealed envelope addressed to the undersigned.
The last date for receiving the quotation is Tuesday, 19th June 2018 .

A. Security Staff- Three (1/shift, Round the clock service)

- 1) Protect Institute's property and staff by maintaining a safe and secure environment
- 2) Patrol Institute's premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- 3) Maintain proper visitors log book, in & out time, address, contact details and all mandatory specifications.
- 4) Answer alarms and investigate disturbances.
- 5) Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises. Take a note of all vehicles parked in front of premises.
- 6) Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences in a logbook.
- 7) Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- 8) Look after quality of House- keeping job without compromising basic security function.
- 9) Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
- 10) Warn persons of rule infractions or violations, and apprehend or evict violators from premises.
- 11) Inspect and adjust security systems [CCTV], equipment, and machinery to ensure operational use and to detect evidence of tampering.
- 12) All staff are to be well-groomed and uniformed during duty hours.

B. House Keeping Staff- One (General shift 8 to 4:30pm)

- 1) Perform a variety of cleaning activities such as sweeping, mopping, dusting of the entire HO premises, wiping internal and external panes of windows and doors, everyday ensuring they are free of dirt, dust and cobwebs and clean all assets regularly.
- 2) Carry out heavy cleansing tasks and special projects
- 3) Notify management of occurring deficiencies or needs for repairs
- 4) Ensure all rooms are cared for and inspected according to standards
- 5) Protect equipment and make sure there are no inadequacies
- 6) Notify superiors on any damages, deficits and disturbances
- 7) Deal with reasonable complaints/requests with professionalism and patience from all stakeholders
- 8) Check stocking levels of all consumables and replace when appropriate