

Harwich International Port Limited

Lot 2: Security and Gate Control Services at Harwich International Port

June 2024

NOTE: This is a draft excerpt of the service requirements. It is provided to enable suppliers to better assess if this opportunity is of interest and suitable to them. The full specification will be provided to those suppliers who are successful following the pre-qualification process.

- 1.1 The Services are required at Harwich International Port, Essex.
- 1.2 The term of the Agreement is anticipated to be five (5) years unless terminated earlier.
- 1.3 The Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended by The Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014 ("TUPE") may apply.
- 1.4 The successful contractor shall be required to enter into a separate licence agreement in respect of office space at the Port.
- 1.5 The contractor's employees will be required to attend a mandatory Port Health and Safety induction.
- 1.6 The Contractor/staff must be Security Industry Approved.
- 1.7 The Services are to be carried out by the Contractor and not sub-contracted without the express written approval of the Purchaser.
- 1.8 The Services must meet the legislative, regulatory and security policy requirements of the Purchaser. The Services are to meet at all times the security standards laid down by the Purchaser, the Department for Transport Maritime Security and Resilience Division ("MSRD") and the International Ship and Port Facility Security Code ("ISPS") and the Port Facility Security Plan ("PFSP").

The Contractor shall be required to produce assignment instructions to implement the requirements of the PFSP. Uniformed Security Officers with the appropriate Security Industry Authority ("SIA") qualification are required to man and operate restricted area access control points ("ACP") complete searching of freight vehicles, passenger vehicles, foot and vehicle passengers and to patrol and monitor the Port estate with particular emphasis on restricted areas and controlled buildings.

- 1.9 The Services are required 24/7/365.

- 1.10 The core hours required are approximately: security and gate control – 730 hrs per week; monitoring, patrols and searching – 315 per week and supervisor/management hrs 208 per week. Additional staffing will be required for the cruise season and additional hours when required for example the late arrival of a ferry or an increase in the security level. Occasionally searches using detection (sniffer) dogs may be required. Dogs and handlers would be required to be available at 12 hrs notice.
- 1.11 The contractor will be required to provide a vehicle, uniforms and PPE for its staff together with security equipment, radios etc.
- 1.12 The port has a target to achieve net-zero for scopes 1 and 2 greenhouse gas emissions by 2035 – the contractor will be required to share ideas on how it can help achieve this target within its areas of responsibility.

Thank you for your interest in this opportunity.