

Task Assignment

For "Tbilisi Mall" shopping center security service provision.

1. "Tbilisi Mall" shopping center technical characteristics:

The shopping center "Tbilisi Mall" essentially refers to a shopping and entertainment facility. The total area of the shopping center with adjoining territories is 250 000 sq/m.

Eight-storey capital building, four floors of which is an underground parking for 2000 cars. Technical framework is located on the roof of the building. There is no fence along the perimeter of the shopping center. The building of the shopping center is equipped with technical means of protection, video surveillance and control of the fire safety situation, through mounted fire-fighting systems.

The building is located at the address: Tbilisi, David Agmashenebeli Alley, 213. The master plan, floor plans of "Tbilisi Mall" shopping center are attached to this task assignment (See the annexes).

2. Type of service provided: Protection of law and order in the territory and in the building of "Tbilisi Mall" shopping center. Protection of property belonging to the shopping center "Tbilisi Mall" and providing checkpoint and internal (fire-fighting) regimes. Control of compliance with fire safety and traffic regulations on the territory of the shopping center and the adjacent territory.

3. Term of services: One year, from the moment of signing the contract.

4. Technical requirements for the list of security services for "Tbilisi Mall" shopping center:

4.1. Security services are provided strictly in accordance with the requirements of Georgian legislation.

4.2. Security services provide for the fulfillment of the following obligations:

- 24 hour security of "Tbilisi Mall" shopping center (protected object);
- protection of property, ensuring the safety of material assets located inside the building and on the territory of Tbilisi Mall shopping center (protected facility), prevention of vandalism facts (damage or destruction) related to external and internal equipment, inventory;
- implementation of measures (including in conjunction with law enforcement agencies) to prevent theft, damage or destruction of property, as well as to detain persons involved in unlawful actions with mandatory transfer to law enforcement officers (including taking measures to prevent the facts of drinking, smoking, etc.), assisting the employees of the shopping center in the exercise of their powers;

- call (if necessary) of emergency medical care, fire protection and other emergency response services (112);
- responding to emergencies, with the aim of preserving life and health of employees and visitors of "Tbilisi Mall". Managing the evacuation process;
- taking appropriate measures to respond to the signal information of the shopping center protection technical means;
- promptly informing the relevant services of Tbilisi and the heads of the shopping center (the Client) about all incidents / offenses (including violations of fire safety rules, checkpoint and internal (fire-fighting) regimes, etc.) including natural and technogenic emergency situations on protected object and protection of the Client's property during evacuation;
- informing the heads of the shopping center of the events that took place in the process of carrying out the duty, affecting the interests of the Client and influencing the safety of his activities, to some extent;
- prevention of unauthorized bypassing of existing checkpoints (passage) by citizens, vehicles;
- monitoring the state of the operational situation at the protected facility, in order to prevent unlawful encroachment of third parties containing attributes of administrative and / or criminal offenses, including those causing damage to the Client's property;
- provision of checkpoint and internal (fire-fighting) regimes at the facility, property of which is under protection, in accordance with the rules established by the Client, agreed with the management of the security company (Contractor).
- sending a rapid response team to assist the guard (guard posts) in case of an emergency situation;
- advise the Client and make recommendations to him on the issues of lawful protection of his rights and legitimate interests from unlawful attacks;
- Coordination of security personnel actions to prevent the emergency situation development and ensure the safety of the property and material values of the Client at the protected facility;
- 24 hour interaction with structural subdivisions of the Client, the duty station of the Contractor, as well as with territorial subdivisions of law enforcement bodies, Ministry of Emergency Situations, emergency technical services.

4.3. When performing duties, security officers should be equipped with:

- summer and winter uniforms (with signs of distinction allowing to determine the belonging of the security guard to the security company), a corporate badge with the name of the guard;
- special means (rubber sticks, handcuffs, gas cartridges, vests, etc.);
- electric lanterns, metal detectors, radio stations and / or mobile communication, video recorders.

4.4. Security officers in the performance of their duties should:

- have professional skills, be polite, fit, have a neat appearance;

- know the purpose and be able to use the technical means of protection: firefighting means, radio communication means, metal detector.

- Be trained how to act in case of an emergency (fire, detection of foreign objects, hostage taking, flood, earthquake, etc.); **The administration of the security company is fully responsible for training its employees performing duties at the protected facility, for their actions, in the event of an emergency, in accordance with the requirements for this facility.**

- to be able to use communication means ensuring uninterrupted communication in the territory and in the premises of the shopping center, between all employees of the guard duty and the duty officer, responsible for ensuring the security of the protected facility.

4.5. Requirements for the provision of services:

- Regime of providing security services – 24 hours, daily, including weekends and holidays.

- Guards-trainees are not allowed to perform duties on the protection of the facility.

- The organization of the checkpoint and internal (fire-fighting) regime on the territory of the facility is provided by the employees of the security organization.

4.5.1. The checkpoint regime is an order provided by a set of measures and rules that exclude the possibility of uncontrolled entry (exit) of persons, vehicles, import (export) of property to the protected object and from the protected facility.

4.5.2. Internal (fire-fighting) regime, the object mode is an order provided by a set of measures and rules performed by persons who are at a protected facility in accordance with the requirements of the internal labor regulations and fire safety rules.

4.5.3. Employees of the Contractor should be aware of the regulations and instructions on the checkpoint, internal (fire-fighting) regimes, internal regulations of the shopping center, rules and instructions for the protection of objects, phone numbers of the protected facility administration representatives and city emergency response services.

4.5.4. Security post duty should be equipped according to schedule, developed by the Contractor and agreed in the prescribed manner with the mall administration. The Client reserves the right to verify the presence of security staff on site. The violations will be treated as improperly (poorly) provided services and entail the Contractor's responsibility (penalty).

4.5.5. Protected facility control system, deployment of posts, the routes and the number of security personnel are determined by the heads of security company (the

Contractor) based on the optimal tasks achievement, approved by the administration of "Tbilisi Mall" shopping center (Client).

4.6. In case of emergency situations, the Contractor provides:

- notification of the relevant services of the city and the administration of "Tbilisi Mall" shopping center;
- evacuation of people from the shopping center;
- elimination or localization of the emergency situation at the initial stage of its evolution;
- Arrival of a rapid response team consisting of at least 2 security officers within a period of no more than 20 minutes from the moment of the alarm;
- Strengthening of protection at the expense of own forces and means by putting at least two 24 hour additional security posts for the period up to elimination of an emergency situation. In this case, the time for issuing additional security posts to strengthen security in the event of an emergency should not exceed 2 hours, from the moment of the alarm.

4.7. The Contractor should:

- not transfer original documents or copies received from the Client to third parties without the written permission of the Client.
- perform duties personally (by own forces and divisions), without imposing obligations on third parties.
 - suspend his employee from work at the Client's facilities, by the request of the latter in case an employee was convicted of non-performance or improper performance of his duties, exceeding his powers, committing illegal actions.
 - be responsible for the fire safety of the security facility.
- **By the time of the beginning to provide the services, conclude an agreement on interaction with the territorial bodies of internal affairs (the police, the Ministry of Emergency Situations) at the Client's territory.**

4.7.1. The Contractor should also compensate the losses caused to the Client in case of:

- destruction or damage to the property of the Client, harm to life and health of “Tbilisi Mall” employees and visitors, resulted from non-performance or improper performance of the Contractor’s obligations to protect the facility, including in the absence of an actual culprit, which was failed to detain;

- fire or other reasons caused by the fault of the security company employees, as well as as a result of the failure or improper performance of the obligations assumed to protect the facility by the Contractor;

- due to unlawful behavior (action or inaction) - the Contractor, the employees of the Contractor.

4.8. Conditions for providing security services for “Tbilisi Mall” shopping center, payment and guarantee obligations

4.8.1. The security company guarantees the quality of the service provided to protect “Tbilisi Mall” shopping center.

4.8.2. Payment for security company services will be made by bank transfer in the following sequence:

- at first “Tbilisi Mall” shopping center security service is provided, after which a monthly act of services is signed and an invoice is issued.

4.8.3. The payment will be made within 5 working days after signing the act of provided services and receiving an invoice from the security company.

4.8.4. Payment is made only for actually provided services, when the Contractor provides supporting documents using forms agreed by the parties (schedules, sheets). The reporting period is one month.

5. Requirements to the contract: Within 10 working days, after receiving task assignment, submit a draft contract to us for “Tbilisi Mall” shopping center security services provision. It should be possible to make changes to the standard form of the contract offered by the company, as well as the possibility of concluding additional agreements under the conditions of “Rakeen Uptown Development” LLC.

Be sure to reflect in the contract:

- additional services, except those envisaged in the main contract, must be provided by the security company after receiving a written notification from the Client with a detailed description of the subject, the period of services. Notification of the need to provide additional services is sent by the Client at least 3 (three) days before the date of services provision;

- the responsibility for "Tbilisi Mall" shopping center property safety, resulted from its loss, deficiency and damage;
- the responsibility (penalty) for violating the rules of fire safety and labor protection in the process of providing services (each violation);

6. Task: To conclude, on the basis of the task assignment given to you and the requirements set forth in it, also after actually studying the security object on site, in accordance with the floor plans and the layout of "Tbilisi Mall" shopping center, within 20 working days after receiving this task, you need to prepare and present your vision of the objectives and the decision to set up the protection of the shopping center, both by physical forces and technical means.

Authorized representative of the company:

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