

	Technical Evaluation Form for Security Contracts	Document Identifier	CEBE_SEC_15	Rev	1
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Title: **Technical Evaluation Criteria for Security Contracts**

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Area of Applicability: **North West Operating Unit**


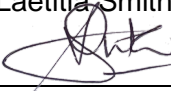

Functional Area: **Security Management**

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Annexure A Mandatory Compliance [The contractor must satisfy ALL of the below 1 to 13. (YES to All) Failure to satisfy any of these requirements will disqualify the tenderer from further evaluation

Date: ____ / ____ / ____

Contractor name: _____


Evaluator name(s): _____

ITEM	RETURNABLE	YES /NO	COMMENT
1. Company must be registered with PSIRA as a security service provider: <ul style="list-style-type: none"> - Chapter 3, Section 20, Par 1(a) & Section 25 - PSIRA registration number - PSIRA registration number - Date issued. 	Valid PSIRA Certificate - CK number must be same with the one on PSIRA certificate with company CK1 or CK2 registration number	<input type="checkbox"/> Y <input type="checkbox"/> N	
2. The Directors of the company, all members in case of close corporation if the case may be, must be registered with PSIRA: <ul style="list-style-type: none"> • Chapter 3, Section 20 (2)(b) 	Verifiable Valid PSIRA Certificate (Minimum of Grade B)	<input type="checkbox"/> Y <input type="checkbox"/> N	
3. PSIRA Letter of good standing	Document Downloaded from PSIRA Portal With - Date issued. Expiry date (Certified copy of not older than 90 Days at the date of submission)	<input type="checkbox"/> Y <input type="checkbox"/> N	
4. Registration with National Bargaining Council for Private Security Sector (NBCPSS)	Verifiable letter of good standing with NBCPSS to be submitted	<input type="checkbox"/> Y <input type="checkbox"/> N	
5. Private Security Sector Provident Fund	Verifiable Valid copy: Letter of participation not older than 90 days at the time of tendering	<input type="checkbox"/> Y <input type="checkbox"/> N	
6. Provide proof of public liability insurance min R15M (letters of intent will not be accepted)	Confirmation letter not older than 90 days at the time of tendering	<input type="checkbox"/> Y <input type="checkbox"/> N	

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7. Provide proof of valid firearm registration and licenses for firearms in the possession of the company (applicable to the scope of services where firearm's are required) NO REVOLVERS	- Letter from CFR and verify against Firearm license. - Valid firearm licenses for all firearms.	<input type="checkbox"/> Y <input type="checkbox"/> N	
8. Provide proof of ownership of the following number of firearms that can be committed for this project (No Revolvers) <ul style="list-style-type: none"> Handguns = 25 	Certified copies of firearms licenses. Letter from CFR confirming ownership of firearms by the company.	<input type="checkbox"/> Y <input type="checkbox"/> N	
9. Appointment of the responsible person (Armory Manager) if not company owner must be in writing. <ul style="list-style-type: none"> Details and appointment letter of the responsible person if not the owner Certified copy of identity documents 	Appointment letter of the responsible person if not company owner (Letter must be signed by Company owner and accepted by appointed person). A certified ID copy of responsible person or company owner if he/she is he responsible person.	<input type="checkbox"/> Y <input type="checkbox"/> N	
10. Provide Firearm competency certificate of owner or appointed responsible person – all prescribed firearms. <ul style="list-style-type: none"> SAPS Competency Certificate (valid for 5 years) 	Certified Copy of Competency certificate not older than 90 days at the time of tendering	<input type="checkbox"/> Y <input type="checkbox"/> N	
11. Provide Firearm Training Certificates of owner or appointed responsible person for handle and use of firearms for business purposes – all prescribed firearms and Knowledge of Firearm Control Act (FCA) from an accredited training institution	Certified copies of the training Certificates not older than 90 days at the time of tendering	<input type="checkbox"/> Y <input type="checkbox"/> N	
12. Provide proof of firearm refresher training (Reg 21) for the responsible person or the owner if the company owner is the responsible person.	Certified copy of Regulation 21 certificate from an accredited firearm training institution.	<input type="checkbox"/> Y <input type="checkbox"/> N	
13. Proof of service and maintenance of Firearms <ul style="list-style-type: none"> Details of the Gun Smith All Firearms service records for firearms older than 12 months 	Copies of firearms service records and proof that the Gun Smith is licensed in terms of the Firearms Control Act	<input type="checkbox"/> Y <input type="checkbox"/> N	

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Annexure B – On–Site Supplier Evaluation of Control Room and Company Facility Checklist

Date:

Contractor name:

Evaluator name(s):


The supplier must satisfy all the requirements in the On-Site Armory Compliance questionnaire. If there is a “No” in any answer, no further evaluation on site.

	Armory Compliance verification applicable to all companies that are tendering. Should the supplier score “no” from the Armory compliance, will not be evaluated further	Evidence	Yes/No		
1	Firearm Safe / Strong Room (applicable to two-man rule requirements)	Proof of two-man rule and SABs compliance	<input type="checkbox"/> Y <input type="checkbox"/> N		
2	Firearm Register A7 and A8	Ammunition and Firearm Control registers	<input type="checkbox"/> Y <input type="checkbox"/> N		
3	Firearm Discharge Register	Firearm Discharge Register	<input type="checkbox"/> Y <input type="checkbox"/> N		
4	Firearm Inspection	<ul style="list-style-type: none"> Number of Firearms available on site Inspect on site (depending on the site minimum - 9mm handgun = 25 	<input type="checkbox"/> Y <input type="checkbox"/> N		
5	Firearm Safe Work Procedure	Handing over and receiving of firearm, storing of firearm and ammunition (Written procedure)	<input type="checkbox"/> Y <input type="checkbox"/> N		

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The following is the weighted scoring, the supplier must achieve a threshold of 80 % to be considered for further evaluation.

No.	Item	Evidence	Weighting	Score	Comments
	Facility/Office		30%		
1	Control Room should be in an immovable structure made of brick and cement walls (in the event that the structure is made out of prefabricated walls, such walls must contain steel reinforcement).	Building and walls or steel reinforcement (Should the supplier not meet any of the requirement, they will be scored 0)	5		
	Control room located in the North West	Confirm address and check validity of the lease agreement or copy of title deed or municipal statement.	5		
2	24/7 Operational Control Centre with Communication Facilities / Mobile and Fixed Two-way Radio Communication Facilities and e-mail in the North West.	Functionality Test to be conducted on site and personnel appointments to be verified (Control room duty roster). (Should the supplier not meet any of the requirement, they will be scored 0)	5		
3	Lockable door to control room (access restriction, burglar door / security door, alarms / cameras) including signage on the door.	Functionality Test to be conducted on site (Should the supplier not meet any of the requirement, they will be scored 0)	5		
4	Ablution Facility with easy access for control room operators, including access after-hours.	Ablution facility (Should the supplier not meet any of the requirement, they will be scored 0)	5		

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5	Uninterrupted power supply to the control room building (electrified)	UPS/Generator Certificate of Compliance (CoC) (Should the supplier not meet any of the requirement, they will be scored 0)	5		
	Control Room Equipment / System	Evidence	30%		
1	Computer(s) / Laptops that are operational and used for Security Services	Desktops/Laptops (Should the supplier not meet any of the requirement, they will be scored 0)	4		
2	Communication equipment capable of communicating with security officers at various sites. Base radio or landline telephone or mobile phone or any other mode of communication that is reliable and sustainable 24/7.	Telephone/Base radio/mobile phone/PTT (Should the supplier not meet any of the requirement, they will be scored 0)	4		
3	Live Vehicle Tracking System (The system must be able to produce reports regularly, as and when required)	Functionality Test to be conducted on site. Sample report (Should the supplier not meet any of the requirement, they will be scored 0)	4		
4	Operational Panic Button Receiver established in the control linked to all operational sites	Functionality Test to be conducted on site (Should the supplier not meet any of the requirement, they will be scored 0)	4		
5	First Aid Box and Fire Extinguisher	Serviced Fire Extinguisher First Aid Box Proof of training (Fire Fighter and First Aider) (Should the supplier	4		

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		not meet all of the requirements, they will be scored 0)			
	Registers/Procedures		20%		
1	Occurrence Book Available in the Control Room	Inspect registers on site Should the supplier not meet any of the requirement, they will be scored 0)	3		
2	Panic Button Test Register kept in the Control Room	Inspect registers on site Should the supplier not meet any of the requirement, they will be scored 0)	3		
3	Incident Register kept in the Control Room.	Inspect registers on site Should the supplier not meet any of the requirement, they will be scored 0)	1		
4	Equipment Register kept in the Control Room.	Inspect registers on site Should the supplier not meet any of the requirement, they will be scored 0)	1		
5	Duty Rooster displayed on the wall inside the control room with Company logo and approved by manager.	Duty Rooster displayed on the wall Should the supplier not meet any of the requirement, they will be scored 0)	3		
6	Emergency Preparedness Procedure displayed on the wall inside the Control Room.	Emergency Preparedness Procedure displayed on the wall Should the supplier not meet any of the requirement, they will be scored 0)	3		

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7	Emergency Contact List displayed on the wall inside the Control Room.	Emergency Contact List displayed on the wall Should the supplier not meet any of the requirement, they will be scored 0)	3		
8	Uniform Issuing Register	Riot Gear, Combat, Corporate and Uniform for Inclement Weather (Should the supplier not meet any of the above requirements, they will be scored 0)	3		
Vehicle On-site Evaluation			20%		
1	5 vehicles (4 x 2 bakkie/van) registered under company name. No lease agreement. Are the vehicles equipped with functioning communication capability?	5 vehicles to be inspected Communication (Two- way / mobile) capability to be checked on-site in vehicle (Should the supplier not meet any of the requirement, they will be scored 0)	4		
2	Do the vehicles meet all Eskom vehicle safety standards? Y N Fire Extinguisher <input type="checkbox"/> <input type="checkbox"/> First Aid Kit <input type="checkbox"/> <input type="checkbox"/> Spare Wheel <input type="checkbox"/> <input type="checkbox"/> Warning Triangle <input type="checkbox"/> <input type="checkbox"/>	Fire Extinguisher and first aid kit in vehicle, spare wheel; Check on- site (Should the supplier not meet all of the requirement, they will be scored 0)	4		
3	Are vehicles fitted / equipped with Live Tracking System? The system must be able to produce reports as and when required.	Request sample of tracking reports on site (Should the supplier not meet any of the requirement, they will be scored 0)	4		
4	Vehicles must be branded with the logo of the service providers on both sides	Check Vehicle branding on both sites. (Should the supplier not meet any of the	4		

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		requirement, they will be scored 0)			
5	Vehicles must be equipped with a mounted search light and handheld search light	Vehicle search lights to be in working condition (Should the supplier not meet any of the requirement, they will be scored 0)	4		
	Total score		100		

Should a contractor not meet the threshold of 80% from the above requirements, then the contractor will not be allowed to proceed to the next phase of evaluation.

NAME OF EVALUATOR:
SINGATURE OF EVALUATOR:
DATE OF EVALUATION

NAME OF COMPANY:
NAME OF COMPANY REP:
SINGATURE OF COMPANY REP:
DATE OF EVALUATION:

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