

**ANNEXURE D**

**GUIDE FOR TENDER SITE INSPECTION**

CRITERIA		Sub-criteria	Expected response based on actual assessment at site inspection	Transnet's view based on assessment at site inspection	Comments
<b>Infrastructure: Communications</b>	<b>Communication Infrastructure: Verify and confirm the following critical information for each operational office.</b>	1.Will the Operations Manager(s) be contactable on the company cell phones?	Yes or No		
		2.Is the Company Registered with ICASA and own Radio frequency per functional office? (ICASA Certificate will be required to substantiate ownership or rent	Yes or No		
		3.Is a landline number in working condition in the control room of the functional office of the bidder? (Both outgoing and incoming calls will be tested).	Yes or No		
		4.Is there an emergency telephone number/ hotline in working condition per functional office of the bidder? (Does the number receive calls and meant for hotline and emergency?)	Yes or No		
		5.Is there a dedicated fax line or e-mail address in working condition, per functional office of the bidder? (Only one will suffice)	Yes or No		
Human Resources Operational Control Room	Employment Evaluation of Control Room	6.Is there a valid Fire Fighting Equipment in working condition in control room? Minimum of: (a) fire extinguisher (b) fire sprinklers (c ) smoke detectors which are functional.	Yes or No		

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	7.Are the security officials and vehicles contactable by means of two- way radio / cell phone/ Push to talk? (Only one of the three will suffice)	Yes or No		
	8.Is the Control Room of the functional office of the bidder manned 24/7 and 365 days a year? (Please provide duty roster for verification)	Yes or No		
	9. Is there a List of external emergency numbers e.g., Police 10111, Ambulance (EMS), Fire Dept, Local traffic dept etc. displayed at Control Room or electronically available in the control room of the bidder? (b) Is there a List of internal emergency number of the company Managers in case of disputes or escalation of matters?	Yes or No		
	1. Are there geographical Maps of the area displayed at the control room or electronically available in the control room of the bidder? (Either or will be accepted)	Yes or No		
	11. Is the incident occurrence book updated hourly?	Yes or No		
	12. Firearms and FCA Compliance. Provide licenses for firearms, firearm safe to comply with minimum standards for firearm safes, wall at least 2.8mm thick, a door at least 5.75mm thick, at	Yes or No		

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		least two 20mm thick locking bolts spaced 500mm			
		13. Canine (K90) Services. (In regions where applicable) Certificate of compliance from SPCA	Yes or No		
		14. Proof of premises ownership or valid rental contract of the functional office of the bidder being inspected. (Please provide proof)	Yes or No		
		15. Provide written confirmation on a company letterhead signed by the Director that only RSA Citizens will be employed.	Yes or No		
		16. Produce copy of registration/licence disc of at least 3 vehicles per functional office.	Required copy either provided or not provided by bidder.		
		17. Produce original copy of maintenance/service book and/or two most recent maintenance conducted of at least 3 vehicles at functional office of the bidder.	Required copy either provided or not provided by bidder.		
		18. Proof that inspections are conducted every shift at least 3 vehicles per functional office.	Required proof either provided or not provided by bidder.		
Transport	Motorised	19. General conditions of vehicles on display will be inspected per functional office. General conditions to be checked = (a) Branded with company logo, (b) Operational lights, (c) Interior (seats and dashboard not damaged and	Yes or No		

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		operational roof light), (d) Exterior (Windscreen and body not damaged) and (e) condition of tyres (including spare wheel) - one point for each of the 5 conditions will be allocated			
		20. Electronic vehicle monitoring system/screen whereby location of vehicles can be viewed/tracked	Yes or No		

***Transnet Property at its own discretion reserves the right to conclude on whether the preferred bidder is either capable or not capable of executing the scope of services based on observation at the site inspection. Through this site inspection, it is important that the preferred bidder clearly demonstrate that all the required tools are available to deliver exceptional security services within the entire duration of the contract.***