
 Eskom	TPD Security	Document Number	Rev.	Effective Date	October 2022
	Desktop and On-Site -Technical Evaluation	Not registered	0	Review Date	October 2025


		DESKTOP REQUIREMENTS				
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SECURITY SERVICE PROVIDER	
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	Requirement	Returnables	Condition	Verified
			Score: 2.5	
1	Footprint in Province where the service is to be rendered.	Valid Lease Agreement. Water/Lights account statement (Not older than 3 months)	<ul style="list-style-type: none"> Valid Lease Agreement = 1.25 points. Water/Lights account statement = 1.25 points 	<ul style="list-style-type: none"> Yes /No
			Score: 2.5	
2	Proof of reference for similar services rendered.	One (1) reference letter from client, signed by Head of Security of companies of which the service was provided, in the company letterhead. The letter should not be older than twelve (12) months and must state a period of experience of at least three (3) years in the province where they are tendering.	<ul style="list-style-type: none"> Valid reference letter not older than 12 months = 2.5 points Letter must be in relation to work completed in the same province where work for the tender is to be completed. 	<ul style="list-style-type: none"> Yes /No

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			Score: 5		
3	Adequate resources and capacity (Manpower numbers) to render the required services as outlined by the SOW	<p>Comprehensive Company HR Policy that address recruitment/sourcing strategy, staff retention, requirements for security screening and fitness for duty compliance with PSIRA Act, Act 56 of 2001, Firearm Control Act 60 of 2000.</p> <p>Company HR Plan- Sourcing, Retention, Criminal record check, medical screening, Psychometric test.</p>	<ul style="list-style-type: none"> Must be the companies HR Policy. Evaluation criteria points = number of criteria submitted / 6x5 	• Yes /No	
			Score: 5		
4	The supplier must demonstrate that all guards in their employment are PSIRA registered.	Valid PSIRA HR listing Not older than 90 days.	<ul style="list-style-type: none"> Valid PSIRA HR listing must be for the company's employees and issued/download less than 90 days from the tender closing date. = 5 points 	• Yes /No	
			Score: 10		
5	Proof of adequate vehicle to perform work required.	<p>Proof of vehicle ownership, or lease agreement for the period of operation.</p> <p>Proof of vehicle tracking system</p> <p>Certified roadworthy.</p>	<ul style="list-style-type: none"> Letter must not be older than 12 months. Letter must be in relation to work completed in the same province where 	• Yes / No	

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			<p>work for the tender is to be completed = 1 point.</p> <ul style="list-style-type: none"> The supplier will supply at least one vehicle = 2 points Proof of tracking system for vehicle = 2 points Proof of vehicle maintenance/service records = 2 points <p>Either</p> <ul style="list-style-type: none"> Vehicle should be less than 5 years and under 100 000km = 3 points OR – Roadworthy certificate for vehicle older than 5 years OR under 100 000 km = 3points 	
			Score: 10	
6	Provision of appropriate Uniform for Security Officers/Guards	<p>Duly authorised uniform policy including:</p> <ul style="list-style-type: none"> Frequency of replenishing of uniform items <p>Proof (pictures) of the issuing of combat uniform, Riot gear, Bulletproof vest as cost to company.</p>	<ul style="list-style-type: none"> Uniform policy must be in the name of the company. Uniform must have company logo. Pictures of combat Uniform, Riot gear and Bulletproof vest must illustrate company logo (taken at company 	<ul style="list-style-type: none"> Yes /No

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			premises or with guards who are wearing company uniform) Points: <ul style="list-style-type: none"> Frequency of replenishment = 3 points Combat uniform = 2 points Riot gear = 3 points Bulletproof vest = 2 points 	
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ON-SITE INSPECTION/EVALUATION


			Score: 10	
7	The Supplier must own appropriate and adequate number of firearms (Pistol and Shot gun, excluding revolvers) registered with the Central Firearm Registry (CFR) that are properly maintained.	Proof of company ownership must be provided. 20 pistols 10 Shotguns	<ul style="list-style-type: none"> Confirmation or Proof of ownership must be in the company name. Points: <ol style="list-style-type: none"> Evaluation criteria points for pistol = number of pistols inspected / 20x6 Evaluation criteria points for shotgun = number of 	<ul style="list-style-type: none"> Yes /No

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			shotgun inspected / 10x 4 Note: If the number of pistols exceeds 20 then the number of pistols inspected = 20 Note: if the number of shotguns exceed 10 then the number of shotguns inspected = 10	
			Score: 20	
8	Appointment of Armoury Manager.	<p>Letter of Appointment of responsible person if not owner of the company. If the owner is responsible, then CFR letter where it is recorded that the owner is responsible.</p> <p>Certified Firearm Competency of responsible person.</p> <p>Certified copies of training records for responsible person handle and use of firearms for business purposes – All accredited firearms and knowledge of firearm control Act. from a SASSETA accredited institution.</p>	<ul style="list-style-type: none"> Firearm competency is required for responsible person, must be certified less than 90 days before the tender closing date. Training records must be certified less than 90 days before the tender closing date. <p>Points: Either</p> <ul style="list-style-type: none"> Letter of appointment for responsible person and firearm competency = 7 points. OR CFR letter confirming owner is responsible person = 7 points. 	<ul style="list-style-type: none"> Yes/No

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			<ul style="list-style-type: none"> Firearm competency of responsible person = 7 points. Training records = 6 points. 	
			Score: 17	
9	<p>The supplier must have an emergency preparedness and response procedure and the control room operators must be knowledgeable and be familiar with their plan.</p>	<p>Emergency preparedness and response procedure with contact numbers available in the control room. Are all operators on duty familiar with procedure? Is there minimum of two controllers/operators on duty? Are controllers/operators able to monitor and track vehicles on the tracking system? Is there a contingency plan for overall for Security Operations – Visibly displayed. Communication with site and use of panic button by on-site guards?</p>	<ul style="list-style-type: none"> The returnable must be available at the companies premisses/control room on the day of the site inspection/evaluation. Points: Emergency preparedness procedure and contact numbers = 3 points. Operators familiar with the procedure = 3 points. Minimum of two operators on duty = 3 points. Operators' capability to monitor vehicle tracking = 3 points. Visibly displayed contingency and security operations plan = 3 points. 	<ul style="list-style-type: none"> Yes/No

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			<ul style="list-style-type: none"> Capability to communicate with guards on site = 2 points. 	
			Score: 01	
10	PSIRA Code of Conduct.	Demonstrate that PSIRA Code of Conduct is readily available.	<ul style="list-style-type: none"> The returnable must be available at the companies premises/control room on the day of the site inspection/evaluation. <p>Points:</p> <ul style="list-style-type: none"> Code of Conduct document = 1 point 	<ul style="list-style-type: none"> Yes/No
			Score: 02	
11	Use of Occurrence Book and up to date record keeping (Reaction units) and response time to incidents.	Updated Occurrence Book for record keeping of incidents and response times and findings.	<ul style="list-style-type: none"> The returnable must be available at the companies premises/control room on the day of the site inspection/evaluation. <p>Points:</p> <ul style="list-style-type: none"> Updated Occurrence Book = 2 points 	<ul style="list-style-type: none"> Yes/No

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			Score: 5		
12	Firearm registers.	Firearm register – A7(2) and A8(2) Discharge register must be available at the company control room on the day of the evaluation.	<ul style="list-style-type: none"> The Returnables must be available at the companies premises/control room on the day of the site inspection/evaluation. Points: <ul style="list-style-type: none"> Firearm registers = 5 points 	<ul style="list-style-type: none"> Yes/No 	
			Score: 10		
13	Firearms Inspection.	Handguns-Pistols Short guns	<ul style="list-style-type: none"> The returnable must be available at the companies premises/control room on the day of the site inspection/evaluation. Inspection on site - Depending on the site) – 9mm Handgun type of firearm available and in good condition. Minimum number of firearms. Points: <ol style="list-style-type: none"> Evaluation criteria points for the number of pistols registered in the tenderers name = 	<ul style="list-style-type: none"> Yes/No 	

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			<p>number of pistols registered in the tenderers name) / 20x5 –</p> <p>2. Evaluation criteria points for shotguns registered in the tenderers name = (number of shotguns registered in tenderers name) / 10x5</p> <p>Note: The number of pistols exceed 20 then the number of pistols inspected = 20</p> <p>Note: If number of shotguns exceed 10 then the number of shotguns inspected = 10</p>	
	TOTAL		100 points	

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PASS		FAILED	
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Remarks

Verifier		Verifier	
Date		Date	
Signature		Signature	

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Position:	TPD Security	Position:	Middle Manager SHEQS
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