

Annexure I Functionality/ Technical evaluation

The functionality evaluation process will be a three -stage process comprised of a **mandatory requirement, desktop evaluation and an on-site evaluation**. The same process of evaluation shall be applicable to sub-contractors of principal companies.

Only bids that meet all of the below mandatory requirements will proceed to the second stage of functional evaluation.

No.	Description	Yes	No
1.	Provide a valid PSIRA Certificate for the company (not older than 12 months from date of issue)	11.1%	0%
2.	Provide proof of valid PSIRA Registration Certificate(s) for company director(s), Minimum Grade B (not older than 18 months from the date of issue)	11.1%	0%
3.	Provide a valid PSIRA Letter of good standing (not older than 90 days from the date of issue)	11.1%	0%
4.	Certified copy of the Company registration certificate in the name of the company and company registration number.	11.1%	0%
5.	Provide COID Letter of good standing (not older than 12 months from date of issue)	11.1%	0%
6.	Provide proof of UIF compliance certificate (not older than 12 months from the date of issue)	11.1%	0%
7.	Provide proof of company vehicles and ownership (copy of vehicle registration certificate)	11.1%	0%
8.	Provide proof of public liability insurance min R15M (letters of intent will not be accepted)	11.1%	0%
9.	Provide proof of valid firearm registration and licenses for firearms in the possession of the company (applicable to the scope of services where firearms are required)	11.1%	0%

- **Compliance to the above criteria is 100%**
- **Should any of the above requirements not be met then the supplier will not be allowed to proceed to the next evaluation process.**

Desktop evaluation

The following minimum requirements shall be assessed as part of the desktop evaluation:

No.	Description	Yes	No
1.	Footprint in the province where the service(s) are to be rendered. Valid Lease Agreement (signed by 2 or more contracting parties with witness signatures). Dates must be valid at time of tendering. Alternatively, proof of ownership of building in the company's name must be submitted. In the case of a leased control room and armoury facility, a lease agreement is required signed by both parties and valid for a period of at least three years from date of tender. Up to Municipality accounts for the building(s) to be submitted.	14.3%	0%
2.	Proof of references for similar services rendered Two (2) Reference letters from clients signed by the Operations Manager or any other senior official of similar standing in the company for which the services were provided, in the company's letterhead. The letters 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.(14.3%	0%
3.	Certified copies of training certificates of all types of firearms required for the service, certification not older than 90 days	14.3%	0%
4.	Certified copies of Grade C PSIRA certificate or above	14.3%	0%
5.	The supplier must demonstrate that all guards in their employ are PSIRA registered valid PSIRA HR Listing not older than 90 days	14.3%	0%
6.	Does the company have any vehicles that are currently being used for security services? Certified copies of vehicle registration certificates for company vehicles must be submitted or proof of valid lease and rental agreements in the name of the Company can also be submitted. Certification not older than 90 days	14.3%	0%
7.	Proof that the staff issued with appropriate uniform for use when deployed, namely (winter jackets, gloves, scarves, hats, etc.). Supplier to provide uniform inventory list with the tender	14.2%	0%

Any supplier that does not meet **all** of the above criteria will be disqualified. Where a supplier is rendered non-compliant to any of the above, the evaluator will in his report describe the reason for the non-compliance. Reasons for disqualification between evaluators cannot be different from each other. Where disparities are realized, the supplier must be independently re-evaluated on the criteria until all evaluators come to the same conclusion with respect to the non-compliance.

Supplier On-site Evaluation

On-site evaluation will be carried out in accordance with the control room and company facility checklist below. The evaluation process will be a tick box with suppliers required to meet all the criteria stated in the site evaluation checklist.

Evaluators will be required to compare their notes on site prior to leaving the tenderer's premises and any discrepancies shall be cleared on site to the satisfaction of the evaluators. No discrepancies should be registered resulting from misinterpretation at the end of the evaluation process in the evaluators' reports.

ANNEXURE I - CONTROL ROOM AND COMPANY FACILITY CHECKLIST (ON-SITE EVALUATION)

No.	ITEMS	Evidence	YES	NO
1	FACILITY/OFFICE			
1.1	Control room should be located in an immovable structure made of brick and cement walls.	Building and walls	3.03%	0%
1.2	24/7 operational call centre with fixed telephone line and e-mail	Functional test to be conducted on site, personnel appointments to be verified	3.03%	0%
1.3	Firearm safe (applicable to the scope that requires firearms)		3.03%	0%
1.4	Lockable door to control room (access restriction)	Functional test to be conducted on site	3.03%	0%
1.5	Key cabinet (storage) (not critical but recommended)		3.03%	0%
1.6	Ablution facility with easy access for control room operators or employees	Ablution facility	3.03%	0%
1.6	Power supply to the control room building (electrified)	Power to the control room	3.03%	0%
2	CONTROL ROOM EQUIPMENTS/SYSTEMS			
2.1	Computer(s)/ laptops that are operational and used for Security Services	Desktops, fixtures, cabling, screens	3.03%	0%
2.2	Printer/fax (not critical but recommended)		3.03%	0%

2.3	Land line	Functional test to be conducted on site	3.03%	0%
2.4	Communication capability with operational teams (PTT/base radio)	Functional test to be conducted on site	3.03%	0%
2.5	Panic button receiver established in the control linked to all operational sites	Functional test to be conducted on site	3.03%	0%
2.6	First aid box and fire extinguisher (not critical but recommended)		3.03%	0%
3	REGISTERS/PROCEDURES			0%
3.1	Occurrence book	Inspect registers on site	3.03%	0%
3.2	Panic button test register	Inspect registers on site	3.03%	0%
3.3	Incident register	Inspect registers on site	3.03%	0%
3.4	Equipment register	Inspect registers on site	3.03%	0%
3.5	Duty roster displayed on the wall	Duty roster displayed on the wall	3.03%	0%
3.6	Emergency preparedness procedure displayed on the wall	Emergency preparedness procedure displayed on the wall	3.03%	0%
3.7	Emergency contact list displayed on the wall	Emergency contact list displayed on the wall	3.03%	0%
4	Armory compliance (where applicable)			0%
4.1	Firearm safe that is SABS approved	SABS compliant. SABS letter confirming safe is compliant DFO	3.03%	0%
4.2	Firearm Register A7 and A8	Ammunition and Firearm Control	3.03%	0%
4.3	Firearm Discharge register	Firearm Discharge register	3.03%	0%
4.4	Firearm inspection	<ul style="list-style-type: none"> Number of Firearms available Inspect on site (Depending on the site - 9mm Handgun type of firearm available) 	3.03%	0%

		and in good condition.		
4.5	Firearm safe work procedure	Handing over and receiving of firearm, storing of firearm and ammunition.	3.03%	0%
5	Vehicle on site Evaluation			
5.1	Are the vehicles equipped with functioning communication capability?	communication capability to be checked on site in vehicle	3.03%	0%
5.2	Do the vehicles meet all Eskom vehicle safety standards? (standard to be issued with the tender)	Fire Extinguisher and first aid kit in vehicle, spare wheel. Check on site	3.03%	0%
5.3	Are vehicles fitted/ equipped with Tracking system?	Request tracking reports on site	3.03%	0%
5.4	Vehicles must be branded with the company's logo	Vehicle branding	3.03%	0%
5.5	Spotlight to the vehicle must be mounted or handheld	Vehicle spotlights to be in working condition	3.03%	0%

- **Compliance to the above criteria is 100%**
- **Should any of the above requirements not be met then the supplier will not be allowed to proceed to the next evaluation process.**



Sign off by Kith Maitisa