



ANNEXURE D: PRE-AWARD PHYSICAL SITE EVALUATION

BIDDER NAME:

LOCATION:

Notes:

1. This evaluation criterion will be utilized for each bidder.
2. Bidders must ensure preparedness for the physical site inspection on the date and time indicated by TP representatives.
3. Transnet reserves the right to re-evaluate the successful service provider's office(s) once every year to ensure continuity.

1	Valid Proof of Lease Agreement or Ownership of Operational Office	Yes	No	Comments
1.1	Valid proof of lease agreement for twelve (12) months or more/ proof of ownership for operational office <ul style="list-style-type: none"> • The above must be on the bidder's company name. • Hard copy/soft will be acceptable 			

2	Control Room at the Operational Office	Yes	No	Comments
2.1	Control room manned 24/7 (shift roster and occurrence book will be verified)			
2.2	Dedicated control room number (not office number) and/or dedicated emergency functional cell phone (in and outgoing calls)			
2.3	VHF / UHF Radio base station units/Push to Talk			
2.4	VHF / UHF Radio Mobile (Vehicle) units/ Push to Talk			
2.5	VHF / UHF Radio Portable (Handheld) units/Push to Talk			
2.6	Testing of contact with security officials and vehicles through VHF / UHF Radio			
2.7	Existing updated Occurrence Book (electronic OB also acceptable)			



2.8	Shift Roster indicating employees shifts and standby employees for emergencies			
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3.	Communications	Yes	No	Comments
3.1	Dedicated company email address			
3.2	Company Emergency Hotline for employees			
3.3	Business landline/ telephone number in working condition			
3.4	Area/Operation Managers issued with contract cell phones/Push to talk/Push over Talk Smartphones (cellphone contract to be available)			

4.	Fleet Management	Yes	No	Comments
4.1	LDV 2x4 / Single cab vehicles to be available (number of vehicles required as per the scope of services per port)			
4.2	Vehicles are identifiable (branded with company name)			
4.3	Maintenance plan for the fleet owned or rented			
4.4	Valid vehicle license and up to date			
4.5	Maintenance plan schedule			
4.6	Proof of ownership/ Valid Lease Agreement/ Valid Letter of Intent			



5.	Occupational Health and Safety	Yes	No	Comments
5.1	Hard copy/soft copy of Safety policy			
5.2	Hard copy/soft copy proof of SHEQ representative training certificate/s			
5.3	Hard copy/soft copy of register of all safety incidents for the past year			
5.4	First aid box available and comply to OHS Act, contents in the box is not expired			
5.5	Report of safety investigation of incidences and findings			
5.6	Hard copy/soft copy of minutes indicating incidents discussed at SHEQ meetings for the past year			
5.7	Hard copy/soft copy Training certificate(s) of medical first aid responder(s) as per the OHS Act			

6.	Uniforms	Yes	No	Comments
6.1	Storeroom for Uniforms			
6.2	Sample(s) of Shirt/blouse in accordance with PSIRA guidelines			
6.3	Sample(s) of Pants / Trouser / Skirt in accordance with PSIRA guidelines			
6.4	Sample(s) of Belt			
6.5	Sample(s) of Boots / Safety Boots / Shoes in accordance with SABS guidelines			
6.6	Sample(s) of Company insignia – visible in accordance with PSIRA guidelines			
6.7	Sample(s) of Cold weather jacket/jersey in accordance with PSIRA guidelines			



6.8	Sample(s) of Raincoat in accordance with SABS guidelines			
6.9	Sample(s) of Reflective vest/jacket in accordance with SABS guidelines			
6.10	Sample(s) of Identity card			
6.11	Existing sample(s) of Baton			
6.12	Existing sample(s) of Handcuffs and Keys			

I/We, duly authorised, hereby declare that my/our Company-

1. Was/were willing and prepared to be subjected to an evaluation.
2. Fully accepts the adjudication as set out in the evaluation form.
3. All relevant documentation, as requested, is attached and we accept that failing to adhere /comply with the requirement of the evaluation, my/our tender may be disqualified.
4. The contents of the evaluation were discussed with me/us, and I do understand and accept the outcome of the evaluation.
5. The information supplied to the evaluation team is true at the time of the evaluation.
6. In case of supplying false information, Transnet has the right to disqualify our company from the tender process.

Signed at Place on this day of month 20

Evaluation Team

1.	4.
2.	5.
3.	6.

Name of Company Representative 1		
Signature of Company Representative 1		
Name of Company Representative 2		
Signature of Company Representative 2		

NB: All pages in this document are to be initialled by the bidder and /or representative at the end of the evaluation process.