Technical review Audit Functionality Step 1
Evaluator Name:
Supplier Name:

Table 1: Mandatory Requirements

Step 1

The bidder must comply to the following mandatory requirements to respond to this tender. **Bidders who are NOT complaint will be disqualified.** The bidder must demonstrate their capability with regards to the following requirements: Bidders must submit the required mandatory returnable. Failure to submit a mandatory gatekeeping returnable may render the tender non-responsive, subject to the exact tender conditions and PSCM guidance.

Item	CRITERIA	RETURNABLE	YES/NO	COMMENT
1.	Valid PSIRA registration and good standing	Valid company PSIRA certificate and letter of good standing valid at tender closing.		
2.	Directors / owners / operational managers compliance	PSIRA registration and security declarations for directors, owners and operational managers, to the extent required by law and the approved security strategy.		
3.	Personnel registration and grading	Certified copies or verifiable proof of valid PSIRA registration for proposed Close Protection Officers (CPO) and static armed guards. CPOs must meet the grade required by the scope. Static/ armed officers must be PSIRA Grade C as a minimum, unless a higher grade is specified.		
4.	Training and competency	Proof of accredited training for proposed CPOs and armed guards, including firearm competency, CPO/VIP protection training where applicable, defensive driving for drivers/CPOs, first aid and any other training required by the scope.		
5.	Firearm legality and governance	Valid firearm licenses for business purposes, competency certificates, firearm control records, ammunition control records and proof of lawful availability of firearms intended for deployment.		

6.	Armoury management	Responsible armoury manager appointment letter, ID, competency certificate and proof of armoury controls, registers, safe custody arrangements and inspection records.		
7.	Vetting readiness and secrecy undertakings	Declaration that the bidder, directors, operational managers and deployed personnel will undergo Eskom security screening/vetting and sign required confidentiality and secrecy undertakings.		
8.	Security Clearances for Directors	12 Months Valid Security Clearance With no Convictions at tender closing		

Certification copies of documents provided shall not be older than3 months at the time of submission.

Eskom Security Evaluation Team	NAME & SURNAME	DESIGNATION	SIGNATURE	DATE
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Table 2: Technical/Functional Scoring Criteria

Step 2

Bidders who pass Step 1 will be scored against the predetermined functionality criteria. A minimum score of 80% is required to proceed.

No.	Criteria	Score	Weight	Score	Comments
1.	Company experience in executive protection and armed guarding	10 = 5 or more years with at least two comparable current/recent contactable references on a client's letterhead; 7 = 3 to 5 years with comparable references; 4 = less than 3 years but some relevant experience; 0 = no relevant evidence.	10%		
2.	**CPO personnel capability and readiness**	15 = more than 20 CPOs that meet all requirements; PSIRA Grade B qualifications, CPO experience of 3 years, vetting readiness, firearm competency in handgun and self-loading rifle for business purposes, defensive driving, first aid and executive protection experience; 10 = between 15 and 19 CPOs that meet all requirements: PSIRA Grade B, CPO experience of 3 years, vetting readiness, firearm competency in handgun and self-loading rifle for business purposes, defensive driving, first aid and executive protection experience; 05 =between 10 and 14 CPOs that meet all requirements, PSIRA Grade B qualifications, CPO	15%		

		experience of 3 years, vetting readiness, firearm competency in handgun and self-loading rifle for business purposes, defensive driving, first aid and executive protection experience ; 0 = less than 10 CPOs			
3.	**Grade C armed guarding capability**	15 = bidder demonstrates availability of 10 or more Grade C armed officers, supervisors, relief officers, post orders, equipment, occurrence reporting, ablution/welfare arrangements and escalation protocols; 10 = availability of 5 to 9 Grade C armed officers, supervisors, relief officers, post orders, equipment, occurrence reporting, ablution/welfare arrangements and escalation protocols; 5 = limited evidence; 0 = Less than 5 Gade C armed officers available	15%		
4.	**Protective methodology, risk assessment and deployment model**	15 = comprehensive methodology covering threat assessment, route planning, residence/event protection, static posts, emergency response, scaling up/down, family protection where authorised and control room integration; 10 = acceptable methodology with minor gaps; 5 = generic methodology; 0 = inadequate methodology.	15%		
5.	**Firearm compliance, armoury controls and use-of-force governance**	15 = full evidence of lawful firearm availability, licenses (50 or more handguns and 10 Self-loading rifles), armoury controls, issue/return registers, ammunition controls, training, use-of-force governance and	15%		

		incident reporting; 10 =full evidence of lawful firearm availability, licenses (between 30 to 49 handguns and 5 to 9 Self-loading rifles), armoury controls, issue/return registers, ammunition controls, training, use-of-force governance and incident reporting; 5 full evidence of lawful firearm availability, licenses (between 20 to 30 handguns and 4 Self-loading rifles), armoury controls, issue/return registers, ammunition controls, training, use-of-force governance and incident reporting; 0 = Less than 20 handguns and less than 4 self[loading rifles.			
6.	**Vehicle capability and national mobility support**	10 = 15 or more insured unmarked SUVs executive/protective vehicles nationally available with maintenance (can also have a lease agreement with a reputable vehicle hire company, tracking where required and replacement arrangements; 7 = 10 to 14 insured unmarked SUVs executive/protective vehicles nationally available with maintenance (can also have a lease agreement with a reputable vehicle hire company, tracking where required and replacement; 4 = 10 insured unmarked SUVs executive/protective vehicles nationally available with maintenance (can also have a lease agreement with a reputable vehicle hire company, tracking where required and replacement; 0 = inadequate evidence.	10%		
7.	**24/7 control room, communications and escalation capability**	**05 =** operational 24/7 control room with logs, **+1= 06** radio/phone monitoring, **+1= 07** escalation protocols, **+1= 08** vehicle tracking and backup power, **+1= 09** incident management app or process	10%		

		+1= 10 supervisor response;			
8.	**Governance, SLA management, reporting, fatigue and quality assurance**	10 = clear governance structure, reporting, SLA management, fatigue controls, supervision, training refreshers, document control, confidentiality and audit readiness; 7 = adequate with minor gaps; 4 = generic or incomplete; 0 = inadequate evidence.	10%		
Total Score					

Eskom Security Evaluation Team	NAME & SURNAME	DESIGNATION	SIGNATURE	DATE
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Step 3: Site Visit

The site visit verifies claims made in the tender submission. It must not be used to cure material omissions, introduce new information after closing, or improve the bidder's competitive position.

Table 3

No.	Criteria	Minimum verification activity
1.	**Vehicles**	Verify availability, roadworthiness, insurance, registration, maintenance records, unmarked suitability, tracking where required and replacement arrangements.
2.	**Control Room**	Verify 24/7 staffing, communication logs, incident logs, escalation procedures, radio/phone capability, backup power, deployment registers and supervisor response arrangements.
3.	**Armoury**	Verify firearm licenses, armoury security, firearm registers, ammunition registers, issue/return records, safe custody, inspection logs and responsible person appointment.
4.	**Communication devices**	Verify radios, push-to-talk/cell capability, hands-free earpieces, secure or controlled channels where required, charging arrangements and communication with the control room.
5.	**Static guard post capability**	Verify availability of equipment for static posts, post orders, occurrence books/electronic reporting, torches, PPE, ballistic vests, access-control registers, emergency contacts and post supervision arrangements.
7.	**Records and governance**	Verify training files, medical/fitness records, vetting readiness, roster management, fatigue controls, confidentiality undertakings and quality assurance processes.

Must be 100% the stage 3 site visit

If the site visit materially contradicts the bidder's tender submission, the evaluation team must record the contradiction, consult SCM, and apply the tender conditions consistently. The bidder must not be permitted to remedy a material defect after tender closing unless PSCM confirms that the clarification is legally permissible and does not change responsiveness, scoring, ranking, price, scope or Eskom's risk position.

Eskom Security Evaluation Team	**NAME & SURNAME**	**DESIGNATION**	**SIGNATURE**	**DATE**
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