

	Transmission – Physical Security Technical evaluation	Document Identifier		Rev	1
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SECURITY EVALUATION CRITERIA: APOLLO AND CENTRALISED SERVICES PHYSICAL SECURITY SERVICES AND GUARDING

PART A. MANDATORY TENDER RETURNABLES			
No	Mandatory Tender Returnable		Yes/No
1	Registration of company as a security service provider with PSIRA	Certified copy of company PSIRA certificate issued by PSIRA - check: PSIRA registration number, date of issue.	
2	PSIRA Certificates of Director (s) and ID	for company director(s) minimum grade B (include proof of valid SA identity document).	
3	PSIRA letter of good standing	Certified copy of PSIRA letter of good standing for the security company (Manpower list) - Valid at time of tendering	
4	Private Security Provident Fund compliance letter	Valid letter at time of tendering	
5	Public Liability insurance R 15 million	Valid Letter from insurance company that supplier is in good standing not older than 90 days. -Valid letter from insurance company stipulating that they would have immediate cover from start of contract award. Not older than 60 days.	
6	Valid letter from SAPS	Valid Letter from SAPS issued by the NKP office indicating company's valid registration to offer services at National Key Point. (for services requiring NKP)	
The supplier must have yes for all mandatory requirements to move on to Firearm mandatory (note all certified copies must be less than 90 days unless otherwise specified)			

Part B - FIREARMS MANDATORY			
No	The Supplier must satisfy ALL Firearm Control Act requirements to be considered for services where firearms are required.		Yes/No
1	Company accreditation with Central Firearm Registry (CFR) by juristic person.	Letter from CFR and verify against Firearm register. - Valid and in company name - SAPS confirmation letter on license firearms available for the company not older than 90 days.	
2	Appointment of the responsible person (Armoury manager) if not the Juristic person /company owner.	(Note: if owner, the responsibility is recorded on CFR letter)	
3	Valid SAPS Firearm competency certificates for responsible person – all accredited firearms in use. (If not owner the appointed person)	Firearm competency certificates (certified copy not older than 90 days)	
4	Valid Training records for responsible person handle and use of firearms for business purposes – all accredited firearms and Knowledge of firearm Control Act (Reg. 21) from a SASSETA accredited institution.	Training records- (Certified copy not older than 90 days)	
5	Annual competency assessment records for responsible person (Armoury manager). (Reg. 21)	Reg 21 records (Certified copy not older than 90 days)	
6	SABS approved safe or strong-room for safekeeping of firearms and ammunitions.	SAPS letter or SABS certificate.	
	The supplier is required to have yes to all the above firearm mandatory requirements to be able to be evaluated on desktop tender returnable and on site.		

Part C - DESKTOP EVALUATION CRITERIA – TENDER RETURNABLE					
COMPANY PROFILE AND EXPERIENCE					
No	NOTES: Tender Returnable			Max Score	Score
1	Footprint in province where the services are to be rendered.	Valid Lease Agreement/Statement Water and lights account. Control room and where armoury is kept e.g., within 50km = 10, 50-100 Km =5 over 100km = 0	Lease Agreement/statement water and lights, alternatively proof of ownership of building in the company's name must be submitted. The lease agreement must be of the control room facility and armoury location. Lease agreement signed by both parties and valid for a period of at least three years from date of tender. Dates must be valid at time of tendering.	10	
2	Proof of references for similar services rendered	Two (2) Reference letters from clients signed by the Head of Security of the companies 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. 2 References = 5, 1 References = 2, No Reference = 0	Certified reference letters not older than 90 days	5	
3	Adequate resources and capacity (manpower numbers) to render the required services as outlined by the BU/OU.	Does the supplier have a comprehensive HR policy that addresses recruitment/sourcing strategy, staff retention, requirements for security screening and fitness for duty in compliance with PSIRA Act, Act 56 of 2001, Firearms Control Act 60 Of 2000. HR Plan that covers; sourcing; retention strategy; criminal record checks, Medical screening, psychometric testing, Contingency plan for strikes, FCA = 10 HR Plan partially (50%) = 5,HR Plan covering less than 20% or there is no plan = 0	HR Plan containing details	10	
4	The supplier must demonstrate that all guards in their employ are PSIRA registered	Valid PSIRA HR Listing not older than 90 days	PSIRA HR listing printout form PSIRA Not older than 90 days	5	
5	Provide Company Organogram	High level structure, =3. This project/contract organogram = 2	clearly indicate position and roles, include all sections - Operations SHE, HR, IR , Investigations, etc)	5	

RESOURCES- VEHICLES (10)

1	Does the supplier possess sufficient number of vehicles (as specified in the scope of work and BOQ) and are the vehicles suitable for use for the required purpose namely, patrols, reaction force, staff transport? Does the supplier effectively manage and maintain his vehicles?	Does the supplier have adequate number of vehicles for the required service? (2) Are all vehicles fitted with a vehicle tracking system? (2) Are vehicles monitored 24 hours a day, 7 days a week? (1) Does the vehicle tracking system have the capability to produce detailed reports? (1) Are operational vehicles Branded on both sites? (1) Maintenance records for all vehicles? (1) Proof of roadworthiness (Valid License disk) (2)	A list of vehicles must be produced, Certified copies of vehicle registration certificates for company vehicles, Proof of any changes in ownership, Proof of valid lease and rental agreements in the name of the Company where applicable, physical inspection of the vehicles (branding and Km), live monitoring of vehicles, tracking reports	10	
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UNIFORM AND PPE EQUIPMENT

1	The Supplier must provide the Security officer with appropriate uniform and PPE	Does the supplier have a duly authorised uniform policy indicating the frequency of replenishing of uniform item? (1) Are Security officers issued with the following as part of the uniform items – cost to company? Winter jackets / Rain Suits (1) Summer Uniform (1) Winter Uniform (1) footwear (1) Bullet proof vests (2) PPE Sunscreen, hats (1) Covid 19 PPE (2)	Footwear should be appropriate for terrain, (safety boot including water and snake bite proof)	10	
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FIREARM COMPLIANCE The Supplier must satisfy ALL Firearm control Act requirements to be considered for services where firearms are required.



1	The supplier must own appropriate and adequate number firearms (Pistols and shotguns - revolvers and rifles excluded) registered with the CFR that are properly maintained.	Does the supplier have sufficient number of firearms for the required service? Required No: Pistols - 10 minimum. =Meet or exceeding the total number of firearms required = 10 =Not meet the required number of firearms = 0	Original or certified copies of firearm licenses. Note the number of firearms available that can be committed to the tender.	10	
2	Bullet catcher	Provide proof of adequate standard/specified units. (Drawings and certificates of compliance Original Equipment Manufacturer (OEM))		5	

TOTAL SCORE

70

Part D. -ON SITE EVALUATION - RESOURCES - CONTROL ROOM / FACILITY

No				Max Score	Score
1	The supplier must have an emergency preparedness and response procedure and the operators must be knowledgeable and familiar with it.	<p>Is the Emergency preparedness and response procedure with contact numbers available in the Control room? (1) Operators must demonstrate a scenario on the emergency process on? (2)</p> <p>Is there a minimum of two controllers/Operators on duty? (1)</p> <p>Are controllers/Operators able to monitor and track vehicles on the tracking system (2)</p> <p>Is there a contingency plan for the overall Security Operations? Visibly displayed (2)</p> <p>Confirm communication from control room to vehicles and site guards (1)</p> <p>Is an Occurrence Book in use and up to date and record keeping (Reaction units) and response times to incidents (1)</p>	<p>Controllers/Operators to demonstrate their knowledge of the EP procedure by outlining the EP activities,</p> <p>Observe the Controllers live tracking of vehicles,</p> <p>Note the number of Controllers on shift,</p> <p>Verify the existence of the Contingency plan for Security operations.</p>	10	
2	Control Room Capacity	<p>Does the control Room have Centralised Monitoring - The contractor must have a central security control room where security personnel monitor multiple areas, such as surveillance cameras, access control systems, alarm systems, and other security devices. 1.Ability to bring independent communications to their server room on the rack provided (2).</p> <p>Resources to man the station (2)</p> <p>2.Surveillance Systems: Video surveillance cameras, Closed Circuit Television (CCTV) are a fundamental component of a control room monitoring (2). 3.Does the Security Contractor have the necessary bandwidth and IT infrastructure to manage Video and CCTV surveillance.(2)</p> <p>4.Alarm Systems: Control rooms must be equipped with alarm monitoring systems that receive and process alerts from various sensors and detectors, such as motion sensors, door/window sensors, fire alarms, and intrusion detection systems. When an alarm is triggered, it is immediately relayed to the control room, enabling prompt action (1).</p>		10	

		5.Communication and Collaboration: Control room personnel will be responsible for receiving and disseminating information to relevant parties, such as security guards, emergency response teams, or law enforcement agencies. Radio network, Telephone, Panic Buttons and Monitoring (1)			
	Firearms				
1	Firearm registers	Firearm Register A7(2) and A8(2) Discharge register (3)	Inspect register on site = 10	3	
2	Firearms site inspection	Handguns- Pistol <u>Minimum number of firearms 10 Handguns (Pistols and Short gun) for inspection in the company's name=(3)</u> If less than 10 firearms for inspection the score will be = 0 Firearm inspection must be done using the registers if any firearm has been booked out this will collate the number within the arsenal.	Firearm and Ammunition Register, Condition of Firearms in good Condition and must be cleaned.	3	
3	Armoury	Condition of armoury, suitable locking controls (keys safeguarding) As per the FCA requirements.		2	
4	Vehicle inspection	Condition of vehicles (bodywork , windows, tyres, seats seatbelts), odometer reading compares to service record. 10 vehicles must be presented for inspection as per desktop submission -score = 2 5 vehicles presented for inspection score= 1 Less than 5 vehicles = 0		2	
SCORE				30	
TOTAL Score (C+D)				100	
			FINAL % (C+D)		
	A combined total 80 points equals 80 % which is required to be technically accepted.				
	Compiled by:	Baleni Ngwenya	Approved by:	Patricia Senosi	
	Signature:		Signature		
	Date:	27/05/2024	Date:	2024/05/31	