

	DESKTOP TENDER RETURNABLES SCORECARD THE DATE STAMP ON THE DOCUMENTS REQUIRED TO BE CERTIFIED MUST NOT BE OLDER THAN 3 MONTHS AT THE TIME THE TENDER IS SUBMITTED			ANNEXURE B
A mandatory desktop evaluation where, the security company will be evaluated on all the criteria stated in the checklist and required to meet a total score of 80% or more to technically qualify for further evaluation Tenderers who do not meet the minimum threshold of 80% or more for functionality desktop evaluation will not be evaluated further.				
COMPANY				
PROVINCE & SECTOR				
EVALUATION TEAM				
ITEM	EXPLANANTION	SCORE	MAX SCORE ITEM	TENDER RETURNABLE
Operational Footprint	Geographical reach- * Offices and branches of the company (Bidder)		5	*Copy of company profile reflecting current similar security services rendered within Western Cape. Submit Company profile reflecting current Security services that are being rendered within Western Cape listing the names of their current clients with minimum of 3. 3 clients = 5 marks 2 clients = 2.5 marks 1 client = 1 mark 0 clients = 0 marks
Company Vehicles Does the company have any vehicles that are currently being used for security services?	* Registration documents of company vehicles/ * Valid Lease agreements where vehicles are leased		10	*Copies of company vehicle registration documents/ Valid lease agreements in the name of the tenderers for leased vehicles. (certified copies) 0 x Copies of company vehicle registration documents/ Valid lease agreements in the name of the tenderer for leased vehicles. (certified copies) * 1 copy = 1 marked therefore 10 copies must be submitted. Inspect vehicles on site * 5 Hi-Ride 4x2 bakkies = 5 marks * 2 Hi-Ride 4x2 bakkies = 2.5 marks * 1 Hi-Ride 4x2 bakkies = 1 marks * 0 Hi-Ride 4x2 bakkies = 0 marks * 5 light delivery vehicle (bakkies) = 5 marks * 2 light delivery vehicle (bakkies) = 2.5 marks * 1 light delivery vehicle (bakkies) = 1 marks * 0 light delivery vehicle (bakkies) = 0 marks

Reference Letters Proof of references for similar services rendered	* Reference letters from clients (in the client's company letterhead), signed by the Head of Security/ the appointed responsible person of the company, for which the services are/ were provided. The letters should not be older than twelve (12) months		5	*Copy of reference letters – in the client's company letterhead, signed by the Head of Security/ or the appointed responsible person of the company for which the services are/ were provided. The letters should not be older than 12-months. (minimum of 2 letters for current contracts) Copy of Reference Letters (minimum of 2 letters for current contracts) *1 letter = 1 mark *2 letters = 2.5 marks *3 letters = 3.5 marks *4 letters = 4 marks *5 letters = 5 marks
PSIRA Officers trained and registered to PSIRA	Copy of completed and signed uniform and PPE issuing form – proof of issuing personal protective equipment (10 copies) Copy of completed and signed uniform and PPE issuing form (10 x copies) *10 copies = 5 marks *5-9 copies = 2.5 marks *0-4 copies = 0 marks		10	*Security training certificates of Security Officers (Certified copies of Security Training Certificates) *Security Officers registered to PSIRA. (Valid PSIRA Certificates (10 copies of Grade B & 30 copies of Grade C) *Training certificates of company owners/ directors (Minimum Grade B certificates) = 5 Marks *Grades A to B certificate = 5 marks *Grades C to E certificates = 0 marks * PSIRA certificates and (certified) training certificates of Officers (10 x Grade B & 30 x Grade C) Grade B certificates: *10 = 2.5 marks *6-9 = 2 marks *3-5 = 1 marks *0-2 = 0 marks Grade C certificates: *15 = 2.5 marks *11-14 = 2 marks *6-10 = 1 marks *0-5 = 0 marks
PPE Are staff issued with uniform and appropriate personal protective equipment (PPE) namely bullet proof vests and equipment including torches, batons, handcuffs, etc.	* Proof of issuing personal protective equipment (PPE)		5	*Copy of completed and signed uniform and PPE issuing form – proof of issuing personal protective equipment (10 copies) Copy of completed and signed uniform and PPE issuing form (10 x copies) *10 copies = 5 marks *5-9 copies = 2.5 marks *0-4 copies = 0 marks

UNIFORM	* Proof of issuing uniform		5	*Proof of signed uniform issuing forms (10 x copies) *Corporate and/ or combat, winter and summer uniform, i.e., rain pants, jackets, beanies, scarves, gloves, caps, reflector jackets, pullovers, etc. Steel tip safety boots, water boots and corporate shoes. *A written commitment statement by the supplier that they are issuing uniform with insignia as per PSIRA requirements (supplier to provide copy of completed, signed security uniform issuing form and uniform inventory list with tender) *Signed uniform issuing forms (10 x Copies) * Corporate and/ or combat uniform. * Winter & summer uniform i.e., raincoats with rain pants, jackets, beanies, scarves, gloves, caps, reflector jackets, pullovers, etc. Steel tip safety boots, water boots and corporate shoes. *10 copies = 5 marks *5-9 copies = 2.5 marks *0-4 copies = 0 marks * A written commitment statement by the supplier that they are issuing uniform with insignia as per PSIRA requirements
Use, Maintenance and Limitations of PPE	Security officers must be trained to use the issued PPE, report defects, and know the limitations attached to each PPE		5	Security officers must be trained to use the issued PPE, report defects, and know the limitations attached to each PPE (provide proof of training and such communication to the security officers) Provide proof of training and such communication to the security officers, in the company template/ letterhead. *Proof = 5 marks *No proof = 0 marks
Employee Name List	Updated list of all Security Officers currently employed and registered by the company		10	*Updated list of all Security Officers currently employed and registered by the company (copy of employee list – PSIRA printout reflecting registration of employees under the company name and number) *30 employees = 10 marks *20-29 employees = 6 marks *10-19 employees = 4 *2-9 employees = 1 *0-1 employees = 0
FINAL TOTAL			55	

Evaluator Name :	Evaluator Name:
Signed By :	Signed By:
Date:	Date:

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Signed By :	Signed By:
Date:	Date: