

1. EVALUATION CRITERIA-AMENDED

The evaluation of the bidders will be done as follows:

- **Phase 0:** Compulsory Briefing Session
- **Phase 1:** Gatekeeping Criteria
- **Phase 2:** Bid Conditions
- **Phase 3:** Commercial (Price & Specific Goals)
- **Phase 4:** Due Diligence

5.1. Phase 1 Gatekeeping Criteria

The bidder is required to provide SAPO with the following in their bid proposal. **Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.**

5.1.1 Pricing Schedule

Bidders must complete Pricing Schedule (**Annexure A**) in full and in the format provided in the Bid Document.

NOTE: Bidders must complete Ad – hoc rates in full as it forms part/constitutes the Pricing Schedule (**Annexure A**) in its entirety.

Note: ADHOC pricing will not be used for benchmarking purposes (specific goals and price) but will be used on an as and when required basis during the implementation process.

5.1.2 Valid PSIRA membership certificate

The bidder must be registered with the Private Security Industry Regulatory Authority (PSIRA) for at least one (1) year prior to the bid closing date. Bidders must submit a valid PSIRA membership certificate in the name of the bidding company confirming registration with PSIRA for at least one (1) year prior to the bid closing date.

The PSIRA membership certificate submitted in the name of the bidding company must be valid on the bid closing date.

5.1.3 Valid PSIRA Statement of Good Standing

The bidder must provide a PSIRA Statement of Good Standing in the name of the bidding company confirming that the bidder is in good standing with PSIRA.

The Statement of Good Standing must be valid on the bid closing date.

5.2. Phase 2 Bid Conditions

Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to re-submit the outstanding bid condition/s document(s) and Failure to resubmit during the evaluation period will result in the disqualification of their bid.

5.2.1. Specification Confirmation

The bidder must submit a letter on their company letterhead confirming that they will in all respects comply with SAPO bid specification.

Bidders are required to use **Annexure BC** as a template for purposes of confirming compliance in all respects with SAPO bid specification.

5.2.2. Bidders Experience

The bidder must have a minimum of one (1) years completed experience in the provisioning of guarding services in the past two (2) years of bid closing date. The bidder must use **Annexure BR** as a template to provide to their clients to confirm the bidders experience in providing guarding services. Bidders must provide a minimum of one (1) completed Annexure BR.

Note: Annexure BR to be completed by **bidder's client and also insert client letter head** and SAPO reserve the right to contact bidder's client to verify information provided.

5.2.3. Operational Branch with a Secure Firearm Vault (Armoury) and dedicated Secure Control Room: Bidders are required to provide the physical address/es of at least one (1) Operational Branch, Secure Firearm Vault/Armoury and dedicated Secure Control Room) within the Province.

The physical address/es provided must be supported with documentary proof/evidence such as municipal accounts, lease agreements or similar that must be in the name of the bidding company to confirm their existing footprint in the Province.

If the bidder does NOT have an existing foot print (Operational Branch, Secure Firearm Vault/Armoury and dedicated Secure Control Room) within the Province, the bidding company cannot bid for guarding services and will be disqualified from the process.

5.2.4. Firearm Competency Certificate and Confirmation Letter

Bidders must provide a copy of the Firearm Competency Certificate in terms of the Firearms Control Act 60 of 2000 and any applicable regulations of their designated employee (i.e Armoury Manager or duly appointed responsible official) assigned to the managing of the firearm armoury within the Province.

The Firearm Competency Certificate submitted must be accompanied by a confirmation letter (on the bidders' company letterhead) to confirm that the person indicated on the Firearm Competency Certificate is the Armoury Manager or duly appointed responsible official assigned to the managing the firearm armoury within the Province.

5.2.5. Firearm Handling Procedure

Bidders must provide a procedure document outlining the process followed for the handling, control and safekeeping i.e. "booking in and out" of firearms as well as the recording of the issuing and return of firearms (Firearms Register).

The submission of a "booking in and out" register ONLY will not be accepted

5.2.6. Evidence of Firearms and Permits

Bidders must provide the Firearms Inventory Register detailing all the firearms that the bidder has in the Province including the corresponding Permits which must be valid on bid closing date

Bidders must ensure that all listed firearms and corresponding valid permits are available for verification during the due diligence process, in accordance with the Firearms Control Act 60 of 2000.

5.2.7. Organogram Structure

Bidders must provide an Organogram detailing the reporting structure and the number of guards reporting to the Operational Branch within the Province bidding for.

5.2.8. Communication (Radio/Cell Platform)

Bidders must provide proof of the communication systems (radio/cell platform) in place and used for monitoring & communication purposes.

Proof of the communication systems (radio/cell platform) in place may include photos or Third-party contract/letter/licence or similar. Bidders must ensure that Third-party contract/letter/licence or similar is valid on bid closing date.

5.2.9. Electronic Patrol System

Bidders must provide proof of an electronic patrolling system in place and its ability to trigger missed patrol alarm/signal to their control room followed by their appropriate action taken thereafter.

Proof of the electronic patrolling system in place may include photos or Third-party contract/letter/licence or similar. Bidders must ensure that Third-party contract/letter/licence or similar is valid on bid closing date.

5.2.10. Letter of Good Standing [COIDA] Act No. 130 of 1993

Bidders must submit proof that their company is registered for Compensation for Occupational Injuries which may be sustained to ensure that the medical expenses incurred will be covered.

The certificate must valid upon the bid closing date. Should the bidder use the services of a consultant/agent/third party i.e. the certificate submitted must indicate the Certificate no/CF Reg no and must be valid on the bid closing date.

5.2.11. Central Supplier Database

Bidders must be registered on the National Treasury Central Supplier Database (CSD). If the bidders are not registered the bidder can register online at the following website www.csd.gov.za to upload mandatory information as required.

Note: That if your CSD indicate that you are government employees SAPO will not be able to conduct a business with your company, your proposal will be disqualified.

5.2.12. SBD Forms

- Bidders must complete and submit SBD1 forms.
- Bidders must complete and submit SBD4 forms

5.2.13. Tax compliance requirements

SAPO will not do business with a supplier who is not tax compliant. A CSD MAAA number provided by the bidder on the SBD1 form will enable SAPO to verify a bidder's tax compliance status.

Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO.

5.2.14. Restricted Suppliers on all national treasury platforms

SAPO shall disqualify bidders that are on the National Treasury list of restricted suppliers in all national treasury platform.

5.3. Phase 3 Commercial (Price and Specific Goals)

The specific goal that this project seeks is to appoint service provider/s that are as follows;

- At least $\geq 51\%$ Black owned or more.
- At least $\geq 51\%$ Youth owned.
- At least $\geq 51\%$ Women owned.
- At least $\geq 1\%$ owned by disabled person(s)

Note: Tenderers who do not submit specific goal requirements with their bid proposal submitted on the specified bid closing date will not be disqualified from the bid evaluation process. Tenderers will not score points out of 20 for the specific goals, but zero (0) points will be scored.

The bid will be evaluated as follows;

Price (80) and Specific Goals (20) or Price (90) and Specific Goals (10)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to specific Goals	20/100	Points will be awarded to bidders in accordance to the specific goal table below:

Specific Goal	Points	Required Documents to be submitted for evaluation
Bidding Company is 51% Black owned or more.	10	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is $\geq 51\%$ Youth owned	5	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is $\geq 51\%$ women owned.	3	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is $\geq 1\%$ owned by disabled person(s)	2	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).

OR

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to specific Goals	10/100	Points will be awarded to bidders in accordance to the specific goal table below:

Specific Goal	Points	Required Documents to be submitted for evaluation
Bidding Company is 51% Black owned or more.	5	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% Youth owned	2.5	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% women owned.	1.5	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥1% owned by disabled person	1	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).

5.4. Phase 4 Due Diligence

SAPO reserve the right to conduct a due diligence to verify the information submitted with the bidder's proposal. The bidder will be disqualified if the information is not able to be verifiable.

As per the due diligence in the specification