

**TECHNICAL EVALUATION FOR THE PROCUREMENT OF PHYSICAL SECURITY SERVICES AT
ESKOM ROTEK INDUSTRIES SOC LTD, HOWICK, OVER A PERIOD OF TEN (10) MONTHS**

1. QUALIFYING CRITERIA – SUBJECT TO CONTRACT AWARD (TENDER RETURNABLES)

ITEM	ADMINISTRATION COMPLIANCE	YES	NO	REMARKS
1	Proof of registration with CIPC (Companies Intellectual Property Commission) a certified copy of the Company registration certificate reflecting the name of the company and company registration number.			
2	Provide a valid PSIRA certificate, a certified copy of the company registration certification with Private Security Industry Regulatory Authority (PSIRA)			
3	Provide a valid letter of good standing with PSIRA (Private Security Industry Regulatory Authority)			
4	A certified copy of the identity documents of all the Directors / Members			
5	Provide proof of valid compliance certificate with UIF (Unemployment Insurance Fund)			
6	Provide proof of company vehicles and ownership (copy of valid vehicle registration certificate)			
7	Provide proof of public liability insurance min R10M (letters of intent will not be accepted)			
8	Provide proof of valid firearm registration and licenses for firearms in the possession of the company (applicable to the scope of services where firearms are required)			

2. EVALUATION CRITERIA

The bids proposal will be evaluated in line with the following:

2.1 Phase One – Functional Criteria

Threshold of 70 points is applicable on phase one of the evaluation criteria, bidders not achieving the 70 points thresholds will not

be considered for further evaluation.

2.2 Phase Two – Site Inspection

Should any of the requirements not be met then the supplier will not be considered for contract award 30 Points

Phase One – Functionality Criteria

PHASE TWO – FUNCTIONALITY CRITERIA	WEIGHTING	SCORING	REMARKS
<p>1. <u>Experience in the Security Guarding Services:</u></p> <p>The service provider must submit proof that indicates a minimum of consecutive three (3) years of working experience in successful security guarding services (e.g., contract award letter / contract number)</p> <p>3 Years (5) 4 Years (6) 5 Years (7) 6 Years (8) 7 Years (9) 8 Years (10)</p>	10		
<p>2. <u>Reference:</u></p> <p>Service providers must submit at least a minimum of three (3) written and contactable reference letters of uninterrupted security guarding services. List of contracts with estimated value and duration of the security service (start and end date of the guarding services). One Point for each Letter.</p> <p>3 Letter (15) 4 Letters (18) 5 Letters (20)</p>	20		

<p>3. <u>Project Implementation Plan:</u></p> <p>The Project Implementation Plan must include, but not limited to the following:</p> <ul style="list-style-type: none"> a) Details of security risk assessment to be conducted on site and submission of the report during Project Implementation Phase (5) b) Details of deployment plan on assumption of duty (10) c) Weekly reporting template (3) d) Monthly reporting template (3) e) Monitoring and handing over plan of the project at completion (5) f) Handing over and close-up reporting template at the end of the contract (4) 	30		
<p>4. <u>Training Plan & Accreditation:</u></p> <p>The successful bidder must demonstrate how he/she will provide training to the security personnel and provide proof (accreditation / certification) thereof in the identified areas within Eskom Rotek Industries. (e.g., Safety Courses, PSIRA refresher training, additional training to security personnel)</p> <p>Training plan for safety courses (First Aid Level 1 & 2, Fire Fighting, & Breathalyzer training) and proof of minimum 5 x Security personnel, including supervisors and site managers that has successfully completed the safety courses.</p> <ul style="list-style-type: none"> a) 5 Security personnel Certification / Accreditation (10) b) 3 Security personnel Certification / Accreditation (5) c) 2-0 Security personnel Certification / Accreditation (0) <p>Bi-annual PSIRA refresher training courses and proof for minimum of 5 x security personnel, including supervisors and site managers that has successfully completed the PSIRA bi-annual refresher courses (refresher PSIRA Grades, Safety courses, breathalyzer as per above</p> <ul style="list-style-type: none"> a) 5 Security personnel Certification / Accreditation (10) b) 3 Security personnel Certification / Accreditation (5) c) 2-0 Security personnel officers Certification / Accreditation (0) 	25		

Additional courses relevant to the security industry that will equip and develop security personnel performance on site. (5)			
Total points	100		

Note:

Threshold of 70 points is applicable on phase one (1) of the evaluation criteria, bidders not achieving the 70 points threshold will not be considered for further evaluation.

Phase Two – Site Inspection Criteria

Evaluation Committee will conduct unannounced site visits on the shortlisted bidder's premises and the following items will be required:

ANNEXURE A

CONTROL ROOM AND COMPANY FACILITY CHECKLIST (ON – SITE EVALUATION)

ITEM NO.	FACILITY/OFFICE	EVIDENCE	REMARKS
1	Control room should be located in an immovable structure made of brick and cement walls	Building and walls	
2	24/7 operational control room with fixed telephone line and e-mail	Functional test to be conducted on site, personnel appointments to be verified	
3	Lockable door to control room (access restriction)	Functional test to be conducted on site	
4	Power supply to the control room building (electrified)	Power to the control room	
ITEM NO.	CONTROL ROOM EQUIPMENTS/SYSTEMS	EVIDENCE	REMARKS
1	Computer(s)/ laptops that are operational and used for Security Services	Desktops, fixtures, cabling, screens	

2	Land line	Functional test to be conducted on site	
3	Communication capability with operational teams (PTT/base radio)	Functional test to be conducted on site	
4	Panic button receiver established in the control linked to all operational sites	Functional test to be conducted on site	
ITEM NO.	REGISTERS/PROCEDURES	EVIDENCE	REMARKS
1	Occurrence book	Inspect registers on site	
2	Panic button test register	Inspect registers on site	
3	Incident register	Inspect registers on site	
4	Equipment register (s)	Inspect registers on site	
5	Duty roster displayed on the wall	Duty roster displayed on the wall	
6	Emergency preparedness procedure displayed on the wall	Emergency preparedness procedure displayed on the wall	
7	Emergency contact list displayed on the wall	Emergency contact list displayed on the wall	
8	Site contingency plan	The company must demonstrate contingency during unrest period.	
ITEM NO.	ARMORY COMPLIANCE	EVIDENCE	REMARKS
1	Firearm safe that is SABS approved	SABS compliant, SAPS letter confirming safe is compliant DFO	
2	Firearm Register A7 and A8	Ammunition and Firearm Control	
3	Firearm Discharge register	Firearm Discharge register	
4	Firearm inspection	Number of Firearms available Inspect on site (Depending on the site - 9mm Handgun type of firearm available and in good condition.	
5	Firearm safe work procedure	Handing over and receiving of firearm, storing of firearm and ammunition.	
6	PSIRA certificate valid	Confirmation of PSIRA registration	
ITEM NO.	VEHICLE ON SITE EVALUATION	EVIDENCE	REMARKS

1	Are the vehicles equipped with functioning communication capability?	communication capability to be checked on site in vehicle	
2	Do the vehicles meet all Eskom vehicle safety standards? (Standard to be issued with the tender)	Fire Extinguisher and first aid kit in vehicle, spare wheel. Check on site	
3	Are vehicles fitted/ equipped with Tracking system?	Request tracking reports on site	
4	Vehicles must be branded with the company's logo	Vehicle branding	
5	Spotlight to the vehicle must be mounted or handheld	Vehicle spotlights to be in working condition	
ITEM NO.	UNIFORM ON SITE EVALUATION	EVIDENCE	REMARKS
1	Uniform, rain suits, reflectors, and umbrella must be branded with the company's logo Combat uniform Armour vest / Bullet proof level 3	Branded uniform	

Should any of the above requirements not be met then the bidder will not be considered for contract award.

Name of evaluators: _____ Name of Company: _____

Signature of Company Rep:

Date of evaluation:/...../.....