

Document Identifier	559-351034518	Rev	1
Effective Date	February 2025		
Review Date	February 2028		

DESKTOP REQUIREMENT

SECURITY SERVICE PROVIDER

	Requirement	Returnable	Condition	Verified
				Score =2.5
1	Footprint in Province where the service is to be rendered.	<input type="checkbox"/> Valid Lease Agreement. <input type="checkbox"/> Water statement or Lights account (not older than 3 months)	<ul style="list-style-type: none"> Valid Lease Agreement, Water statement/Lights account not older than 3 months = 2.5 points 	Yes/No
				Score = 5
2	Proof of reference for similar services rendered.	<input type="checkbox"/> Two (2) reference letters from clients, signed by Head of Security of companies of which the service was provided, in the company letterhead. The letter 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.	<ul style="list-style-type: none"> Valid reference letter not older than 12 months = 2.5 points Letter must be in relation to work completed in the same province where work for the tender is to be completed. 	Yes/No
				Score = 5
3	Adequate resources and capacity (Manpower numbers) to render the required services as outlined by the SOW	<input type="checkbox"/> Comprehensive Company HR Policy that address recruitment/sourcing strategy, staff retention, requirements for security screening and fitness for duty compliance with PSIRA Act, Act 56 of 2001, Firearm	<ul style="list-style-type: none"> Must be the companies HR Policy HR Plan that covers-sourcing, retention, strategy, criminal record checks, medical screening, psychometric testing = 5 points 	Yes/No

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Control Act 60 of 2000.

	Requirement	Returnable	Condition	Verified
3		<input type="checkbox"/> Company HR Plan- Sourcing, Retention, Criminal record check, medical screening, Psychometric test.	<ul style="list-style-type: none"> HR Plan partially (50%) - covering sourcing, retention, strategy, criminal record check, medical screening, psychometric testing = 2.5 points HR Plan covers less than 20% or no plan = 0 pints 	
				Score = 5
4	The supplier must demonstrate that all guards in their employment are PSIRA registered.	<input type="checkbox"/> Valid PSIRA HR listing Not older than 90 days.	<ul style="list-style-type: none"> Valid PSIRA HR listing must be for the company's employees and issued/download less than 90 days from the tender closing date. = 5 points 	Yes/No
				Score =10
5	Proof of minimum standard vehicles specifications to perform work required.	<input type="checkbox"/> Proof of vehicles, ownership, or lease agreement for the period of operation. <input type="checkbox"/> Proof of vehicle tracking systems for each vehicle. <input type="checkbox"/> Certified roadworthy. <u>Safety features for Eskom business purposes and shall meet the following requirements:</u>	<ul style="list-style-type: none"> Letter must not be older than 12 months. Letter must be in relation to work completed in the same province where work for the tender is to be completed. Adequate vehicles = 3 points Proof of tracking system for vehicles = 2 points Proof of vehicle maintenance/service records = 2 points Vehicles less than 5 years under 100 000km = 3 points OR – Roadworthy certificates for vehicles older than 5 years or 100 000 km = 3 points 	Yes/No

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		<input type="checkbox"/> All vehicles that are tested for NCAP in South Africa/Europe will comply with the Euro NCAP 4 rating. <input type="checkbox"/> Factory-fitted antilock braking system (ABS).		
5		<input type="checkbox"/> Factory-fitted driver and passenger airbags <input type="checkbox"/> Alarm/immobiliser– factory-fitted. Factory fitted power steering. <input type="checkbox"/> Tyres in conformity with the manufacturer’s specifications for the intended work application. <input type="checkbox"/> Two emergency warning triangles (in all vehicles). <input type="checkbox"/> Daytime running lights for all vehicles travelling on open roads. (When the ignition is in the “on” position, lights should switch on automatically.) Vehicles not fitted with daytime <input type="checkbox"/> lights must use the dipped lights (also called driving lights) in the “on” position for daylight driving (all vehicles).		
				Score =10
6	Provision of appropriate Uniform for Security Officers/Guards	Dully authorised uniform policy including: <input type="checkbox"/> Frequency of replenishing of uniform items	<ul style="list-style-type: none"> • Uniform policy must be in the name of the company. • Uniform must have company logo. • Pictures of combat Uniform, Riot gear and Bulletproof vest must illustrate company logo (taken at company 	Yes/No

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	<input type="checkbox"/> Proof (pictures) of the issuing of combat uniform, Riot gear, Bulletproof vest as cost to company.	premise or with guards who are wearing company uniform)	
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	Requirement	Returnable	Condition	Verified
6			Points: <ul style="list-style-type: none"> • Frequency of replenishment = 3 points • Combat uniform = 2 points • Riot gear = 3 points • Bulletproof vest = 2 points 	
				Score =10
7	The Supplier must own appropriate and adequate number of firearms (Pistol and Shot gun, excluding revolvers) registered with the Central Firearm Registry (CFR) that are properly maintained	<input type="checkbox"/> Proof of company ownership must be provided. <input type="checkbox"/> 20 pistols <input type="checkbox"/> 10 Shotguns	<ul style="list-style-type: none"> • Confirmation or Proof of ownership must be in the company name. Points: <ul style="list-style-type: none"> • Meet or exceed the total number of firearms required = 10 points • 30-90% of required number of firearms = 5 points. 	Yes/No

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			<ul style="list-style-type: none"> Less than 30% of the required number of firearms = 0 points 	
				Score= 20
8	Appointment of Armoury Manager.	<input type="checkbox"/> Letter of Appointment of responsible person if not owner of the company. <input type="checkbox"/> If the owner is responsible, then CFR letter where it is recorded that the owner is responsible.	<ul style="list-style-type: none"> Firearm competency is required for responsible person, must be certified less than 90 days before the tender closing date. Training records must be certified less than 90 days before the tender closing date. 	Yes/No
	Requirement	Returnable	Condition	Verified
8		<input type="checkbox"/> Certified Firearm Competency of responsible person. <input type="checkbox"/> Certified copies of training records for responsible person handle and use of firearms for business purposes – All accredited firearms and knowledge of firearm control Act. from a SASSETA accredited institution.	<u>Points:</u> <ul style="list-style-type: none"> Letter of appointment for responsible person and firearm competency = 5 points. OR CFR letter confirming owner is responsible person = 5 points. Firearm competency of responsible person = 5 points. Training records = 5 points. 	
ON-SITE INSPECTION/EVALUATION				
				Score= 17

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9	The supplier must have an Emergency Preparedness and Response procedure and the control room operators must be knowledgeable and be familiar with their plan.	<input type="checkbox"/> Emergency preparedness and response procedure with contact numbers available in the control room. <input type="checkbox"/> Are all operators on duty familiar with procedure? <input type="checkbox"/> Is there minimum of two controllers/operators on duty? <input type="checkbox"/> Are controllers/operators able to monitor and track vehicles on the tracking system? <input type="checkbox"/> Is there a contingency plan for overall for Security Operations – Visibly displayed. <input type="checkbox"/> Communication with site and use of panic button by on-site guards?	<ul style="list-style-type: none"> • The returnable must be available at the Companies premisses/control room on the day of the site inspection/evaluation. <p>Points:</p> <ul style="list-style-type: none"> • Emergency preparedness procedure and contact numbers = 3 points. • Operators familiar with the procedure = 3 points. • Minimum of two operators on duty = 3 points. 	Yes/No
	Requirement	Returnable	Condition	Verified
9			<ul style="list-style-type: none"> • Operators' capability to monitor vehicle tracking = 3 points. • Visibly displayed contingency and security operations plan = 3 points. • Capability to communicate with guards on site = 2 points. 	
				Score = 1

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10	PSIRA Code of Conduct.	<input type="checkbox"/> Demonstrate that PSIRA Code of Conduct is readily available.	<ul style="list-style-type: none"> The returnable must be available at the companies premises/control room on the day of the site inspection/evaluation. <p>Points:</p> <ul style="list-style-type: none"> Code of Conduct document = 1 point 	Yes/No
				Score = 2
11	Use of Occurrence Book and up to date recordkeeping (Reaction units) and response time to incidents.		The returnable must be available at the companies premises/control room on the day of the sit inspection/evaluation.	Yes/No
			<p>Points:</p> Updated Occurrence Book = 2 points	

	Requirement	Returnable	Condition	Verified
				Score = 5

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12	Firearm registers.	<input type="checkbox"/> Firearm register – A7(2) and A8(2) Discharge register must be available at the company control room on the day of the evaluation.	<ul style="list-style-type: none"> The returnable must be available at the companies premises/control room on the day of the site inspection/evaluation. <p>Points:</p> <p>Firearm registers = 5 points</p>	Yes/No
				Score =10
13	Firearms Inspection.	<input type="checkbox"/> Handguns-Pistols <input type="checkbox"/> Short guns	<ul style="list-style-type: none"> The returnable must be available at the companies remises/control room on the day of the site inspection/evaluation. Inspection on site - Depending on the site) – 9mm Handgun type of firearm available and in good condition. Minimum number of firearms. <p>Points:</p> <ul style="list-style-type: none"> 10 Handguns for inspection in the company’s name = 5 points. 10 shotguns = 5 points 	Yes/No
TOTAL				100 Points

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Desktop Evaluation	65 Points required to proceed to on-site inspection/evaluation	
On-Site Inspection/Evaluation	10 Points required to comply with the pass requirement.	
Thresh hold	75 Points require for contract awarding	

RESULTS			
PASS		FAILED	

REMARKS:

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SIGN-OFF			
EVALUATOR-1		EVALUATOR-2/VERIFIER	
DATE		DATE	
SIGNATURE		SIGNATURE	
SIGN-OFF			
COMPILER		APPROVER	
DESIGNATION		DESIGNATION	
DATE		DATE	
SIGNATURE		SIGNATURE	

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