

ANNEXURE B2- PHYSICAL SITE INSPECTION EVALUATION				
Criteria	Requirement	Physical Evidence	Scoring Matrix/Scoring Guidelines	Weight
1. Physical Safety & Security	Fire-fighting equipment	1) The storage warehouse has a smoke/fire detection, suppression system e.g., sprinkler etc. and firefighting equipment including a manual fire alarm system connected to central station services or other automatic means of notifying the fire department in the event of a fire	3= The storage warehouse has a smoke/fire detection, suppression system e.g., sprinkler etc. and firefighting equipment including a manual fire alarm system connected to central station services or other automatic means of notifying the fire department in the event of a fire 0 = Warehouse does not have a smoke/fire detection, suppression system	20
	The storage warehouse must have a working security alarm system. Storage facility has locks and adequate secured access on entrance and exit	1) The storage warehouse has an active security alarm system with lockable doors. 2) The storage warehouse has secured access control on entrance/exit	3 = The storage warehouse has an active security alarm system with lockable doors and access control on entrances/exits 0 = No active security alarm system with lockable doors and access control on entrances/exits	20
	Receiving and holding bay	1) The storage warehouse must have a holding bay for receiving and dispatch of files, and facility parking bays	3 = The storage has a holding bay for receiving and dispatch of files, and facility parking bays 0 = No holding bay for receiving and dispatch of files, and facility parking bays	20
	Alternative power source/ generator	The storage has an alternative power source in order to avoid disruption in receiving and	3 = The storage has an alternative power source in order to avoid disruption in receiving and	20

Appointment of Service Provider(s) to Provide Offsite Document Storage Facilities and to Render Document Management Services to Transnet National Ports Authority for a Period of Three (3) Years on an "as and when" required basis

		collection of boxes in case of power failure or load shedding; such as: a) Solar power b) Generator c) Rechargeable battery power supply	collection of boxes in the case of power failure or load shedding such as solar power, generator or rechargeable battery power supply 0= No alternative source of power	
	Spare keys/ alternative option to access the storage facility	The storage warehouse has a spare key or alternative option to access the storage facility	3= The storage has a spare key or alternative option to access the storage facility 0 = No spare keys or alternative access to storage facility	<b>10</b>
2. Occupational Health and Safety	Compliance with all aspects of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended	1) The building has lightning protection; and 2) All interior lighting conforms to relevant sections of SABS 0114-1:1996	3= The building has lightning protection, and all interior lighting conforms to relevant sections of SABS 0114-1:1996 0= The building does not have lightning protection and all interior lighting does not conform to relevant sections of SABS 0114-1:1996	<b>10</b>
<b>Total Points</b>				<b>100</b>