

	<b>Technical Evaluation Form for Security Contracts</b>	Document Identifier	CEBE_SEC_15	Rev	1
		Effective Date	January 2024		
		Review Date	August 2027		

Title: **Technical Evaluation Form for Security Contracts**

Document Identifier: **CEBE\_SEC\_15**

Alternative Reference Number:

Area of Applicability: **Free State Operating Unit**

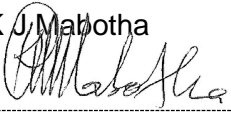



Functional Area: **Security Management**

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**Annexure A Mandatory Compliance for Category A, B & C [The contractor must satisfy ALL of the below 1 to 11. (YES to All) Failure to satisfy any of these requirements will result in-no further site evaluation being conducted for that service provider**

**Date:**

**Contractor name:**

**Evaluator name(s):**

ITEM	RETURNABLE	YES /NO	COMMENT
1. Company registered with PSIRA as a security service provider: <ul style="list-style-type: none"> <li>- Chapter 3, Section 20, Par 1(a) &amp; Section 25</li> <li>- PSIRA registration number</li> <li>- PSIRA registration number</li> <li>- Date issued.</li> <li>-</li> </ul>	<b>Psira Certificate (certified copy of not older than 90 Days at the date of submission)</b> <ul style="list-style-type: none"> <li>- CK number must be same with the one on PSIRA certificate with company CK1 or CK2 registration number</li> </ul>		
2. Are security officials' files available / kept?  Record of the following documents for all security officials must be kept at the company's office where the required documents must be filed in the personnel file: -	<b>PSIRA Manpower listing</b> <ul style="list-style-type: none"> <li>- minimum 10 employees (Written contract with security officials and Training certificates (certified)</li> </ul>		
3. PSIRA Letter of good standing	<b>Document Downloaded from Psira With</b> <ul style="list-style-type: none"> <li>- Date issued.</li> <li>- Expiry date (Certified copy of not older than 90 Days at the date of submission)</li> </ul>		-
4. Private Security Sector Provident Fund and or any other registered fund <ul style="list-style-type: none"> <li>- Letter of participation</li> </ul>	<b>Valid certified copy letter of participation not older than 90 days at the time of tendering</b>		
5. Firearms available in stock for dedication to the contract:	<b>- Copies firearm Licenses 18 (9mm</b>		

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9mm Handgun (minimum 18 or more) Shot Gun [For TRT services (minimum 12 or more)] Company firearm licenses for business purposes. Authority to be in possession of firearms License numbers  Armoured Vehicle (TRT)	<b>Handgun) and 12 (Shotgun) in the name of the company</b> <b>-Armoured vehicle registered in the name of the company or intent to lease agreement. If the vehicle will be subcontracted it should be on site on the day of On-Site evaluation</b>		
6. Appointment of the responsible person (Armory Manager) if not company owner must be in writing. - Details and appointment letter of the responsible person if not the owner - Certified copy of identity documents - Date issued - Competency certificate	<b>CFR letter certified copy or Appointment letter and certified copy of the Identity document valid on the day of submission</b>		
7. Firearm competency certificates of owner or appointed responsible person – all prescribed firearms. SAPS Competency Certificate (valid for 5 years)	<b>Copy of certified Competency certificate not older than 90 days at the time of tendering</b>		
8. Training records of owner or appointed responsible person for handle and use of firearms for business purposes – all prescribed firearms and Knowledge of Firearm Control Act (FCA) from a SASSETA accredited institution.	<b>Certified copies of the training Certificates not older than 90 days at the time of tendering</b>		
9. Training records of security officials to demonstrate proof of annual practical training sessions in the safe handling and use of relevant firearms and ammunition. - Do security officials annually attend a briefing session? - To determine whether security officials are kept updated on legal principles, rules, and procedures.	<b>Copies of Certificates for Training; Refresher Training Attendance Register; Copies of the Firearm issuing Register and copies Ammunition issuing Register</b>		

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<ul style="list-style-type: none"> <li>- Training session/attendance registers</li> <li>- Firearm refresher training records</li> <li>- Competency certificates of security officials.</li> </ul>			
<p>10. Firearm permits issued to armed security officials by an authorised person.</p> <p>To ensure written authorisation is given to security officials in possession of company firearms whilst on duty.</p> <ul style="list-style-type: none"> <li>- Full names, ID number and registration number</li> <li>- Employment address</li> <li>- Name, address and registration number of security company</li> <li>- License number and date of issue of the license as reflected on the license</li> <li>- Type, caliber, make and model</li> <li>- Serial number</li> <li>- Period and place for which possession of firearm is granted</li> </ul>	<b>Copies of the Firearm Permits</b>		
<p>11. Proof of service and maintenance of Firearms</p> <ul style="list-style-type: none"> <li>- Details of the Gun Smith</li> <li>- Qualifications of the Gun Smith</li> <li>- Proof of PSIRA Registration of the Gun Smith and the company</li> <li>- All Firearms service records</li> </ul>	<b>Copies of the Service and Maintenance contract; copy PSIRA certificate of the Gun Smith</b>		

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**Annexure B – On–Site Supplier Evaluation Control Room and Company Facility Checklist In Respect of all Service Categories**

**Date:**

**Contractor name:**

**Evaluator name(s):**

**The supplier must satisfy all the requirements in the On-Site Armory Compliance questionnaire. If there is No in any answer, no further evaluation on site.**

	<b>Armory Compliance verification applicable to all companies that are tendering. Should the supplier scored no from the Armory compliance, will not be awarded</b>	<b>Evidence</b>	<b>Yes/No</b>		
1	Firearm Safe / Strong Room (applicable to two-man rule requirements)	Proof of two-man rule and SABS compliance			
2	Firearm Register A7 and A8	Ammunition and Firearm Control registers			
3	Firearm Discharge Register	Firearm Discharge Register			
4	Firearm Inspection	<ul style="list-style-type: none"> <li>• Number of Firearms available on site</li> <li>• Inspect on site (depending on the site minimum - 9mm (handgun) 18, -12 shotgun type of firearm available</li> </ul>			
5	Firearm Safe Work Procedure	Handing over and receiving of firearm, storing of firearm and ammunition <b>(Written procedure)</b>			

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The following is the weighted scoring, the supplier must achieve pass mark of 75% to be considered for further tendering process

No.	Item	Evidence	Weighting	Score	Comments
	<b>Facility/Office</b>		<b>30%</b>		
1	Control Room should be in an immovable structure made of brick and cement walls (in the event that the structure is made out of prefabricated walls, such walls must contain steel reinforcement) in the Free State Operating Unit	Building and walls or steel reinforcement <b>(Should the supplier not meet any of the requirement, they will be scored 0)</b>	6		
2	24/7 Operational Call Centre with Communication Facilities / Mobile and Fixed Two-way Radio Communication Facilities and e-mail in the Free State Operating Unit	Functionality Test to be conducted on site and personnel appointments to be verified  <b>(Should the supplier not meet any of the requirement, they will be scored 0)</b>	5		
3	Lockable door to control room (access restriction, burglar door / security door, alarms / cameras)	Functionality Test to be conducted on site <b>(Should the supplier not meet any of the requirement, they will be scored 0)</b>	5		
4	Lockable Key Control Storage Cabinet and Key Control Register	Lockable Key Control Storage Cabinet and Key Control Register <b>(Should the supplier not meet all of the requirement, they will be scored 0)</b>	4		
5	Ablution Facility with easy access for control room operators or employees	Ablution facility <b>(Should the supplier not meet any of the</b>	5		

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		<b>requirement, they will be scored 0)</b>			
6	Uninterrupted power supply to the control room building (electrified)	UPS/Generator Certificate of Compliance (CoC) <b>(Should the supplier not meet any of the requirement, they will be scored 0)</b>	5		
	<b>Control Room Equipment / System</b>	<b>Evidence</b>	<b>30%</b>		
1	Computer(s) / Laptops that are operational and used for Security Services	Desktops/Laptops <b>(Should the supplier not meet any of the requirement, they will be scored 0)</b>	6		
2	Printer / Fax / Scan Machine	Printer/Fax/ Scan <b>(Should the supplier not meet any of the requirement, they will be scored 0)</b>	6		
3	Live Vehicle Tracking System (The system must able to produce reports regularly and as and when required)	Functionality Test to be conducted on site. Sample report <b>(Should the supplier not meet any of the requirement, they will be scored 0)</b>	6		
4	Operational Panic Button Receiver established in the control linked to all operational sites	Functionality Test to be conducted on site <b>(Should the supplier not meet any of the requirement, they will be scored 0)</b>	6		
5	First Aid Box and Fire Extinguisher	Serviced Fire Extinguisher First Aid Box	6		

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		Proof of training (Fire Fighter and First Aider) <b>(Should the supplier not meet all of the requirements, they will be scored 0)</b>			
	<b>Registers/Procedures</b>		<b>20%</b>		
1	Occurrence Book Available on site	Inspect registers on site <b>Should the supplier not meet any of the requirement, they will be scored 0)</b>	3		
2	Panic Button Test Register	Inspect registers on site <b>Should the supplier not meet any of the requirement, they will be scored 0)</b>	3		
3	Incident Register	Inspect registers on site <b>Should the supplier not meet any of the requirement, they will be scored 0)</b>	1		
4	Equipment Register	Inspect registers on site <b>Should the supplier not meet any of the requirement, they will be scored 0)</b>	1		
5	Duty Rooster displayed on the wall	Duty Rooster displayed on the wall <b>Should the supplier not meet any of the requirement, they will be scored 0)</b>	3		
6	Emergency Preparedness Procedure displayed on the wall	Emergency Preparedness Procedure displayed on the wall <b>Should the supplier not meet any</b>	3		

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		<b>of the requirement, they will be scored 0)</b>			
7	Emergency Contact List displayed on the wall	Emergency Contact List displayed on the wall <b>Should the supplier not meet any of the requirement, they will be scored 0)</b>	3		
8	Uniform Issuing Register	Riot Gear, Combat, Corporate and Uniform for Inclement Weather <b>(Should the supplier not meet any of the above requirements, they will be scored 0)</b>	3		
	<b>Vehicle On-site Evaluation</b>		<b>20%</b>		
1	Are the vehicles equipped with functioning communication capability? (Armoured vehicle registered in the name of the company or intent to lease agreement. If the vehicle will be subcontracted it should be on site on the day of On-Site evaluation)	Communication (Two-way / mobile) capability to be checked on-site in vehicle <b>(Should the supplier not meet any of the requirement, they will be scored 0)</b>	6		
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 <b>(Should the supplier not meet all of the requirement, they will be scored 0)</b>	2		
3	Are vehicles fitted / equipped with Live Tracking System? The system must able to produce reports as and when required.	Request sample of tracking reports on site <b>(Should the supplier not meet any of the requirement, they will be scored 0)</b>	4		

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4	Vehicles must be branded with the logo of the service providers	Vehicle branding (Should the supplier not meet any of the requirement, they will be scored 0)	4		
5	Vehicles must be equipped with a mounted spotlight or hand held spotlight	Vehicle spotlights to be in working condition (Should the supplier not meet any of the requirement, they will be scored 0)	4		
Total score				/100	

Should any contractor not meet 75% of the above requirements, then the contractor will not be allowed to proceed to the next evaluation process.

Name of Evaluators:
Name of Company:

Signature of Company Rep:

Date of Evaluation: