

TRANSNET PROPERTY DESCRIPTION OF THE SERVICES: THE PROVISION OF PHYSICAL SECURITY SERVICES FOR TRANSNET PROPERTY (TP) VARIOUS SITES FOR A PERIOD OF TWELVE (12) MONTHS

¹TECHNICAL EVALUATION

Transnet Property (TP) will undertake a desktop technical evaluation using the tables below to score prospective security service providers.

Bidders must achieve a minimum score of 80 points overall. Due diligence, which include a site visit, will only be conducted with the preferred bidders before award, to establish if their indicated offices meet the minimum TP standards for an operational security office.

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No	Requirement	Evidence Acceptable	Evidence (Indicate applicable page/annexure in your submission)	Scoring Model	Scoring Guideline
1.	<p><u>Company Previous Experience:</u> Bidder's experience in physical guarding services in the past 8 years in the commercial, industrial or residential property market</p> <p>N.B: Each reference letter must include the following requirements: (a) Clients/organisation name. (b) Contract description (c) Contact person phone number and business address. (d) Contract period (cumulative contract period exceeds 6 x months) (e) Value of the contract. (g) The reference letter must be on the client's company letterhead and signed.</p> <p>Note: Experience will only be recognised from the date of Company's PSIRA registration.</p>	Signed reference letters on the bidder's client's company letterhead with the stipulated requirements from current/previous Clients.		<p>0 = No information provided/irrelevant reference letters /reference letters not meeting all requirements.</p> <p>5 = 1 x reference letters meeting all requirements (a – g) with accumulative contract value that is below or equal R15 million.</p> <p>10 = 2 x reference letters meeting all requirements with accumulative contract value that is above R15 million but below R30 million.</p> <p>20 = 3 x reference letters meeting all requirements with accumulative contract value that is above R30 million.</p>	20
2.	<p><u>Organizational structure and capacity:</u> Bidder to submit an Organogram indicating the position and names of the Operations</p>	Company organogram on a company letterhead stipulating the key		0 = No organogram and/or no valid PSIRA certificates were submitted for the same	20

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	<p>Manager, Area Manager, Three (3) Area Supervisors/Inspectors and Five (5) Guards on a company letterhead together with valid PSIRA Certificate for each personnel stipulated on the organogram.</p> <p>(a) 1 x Operations Manager with a PSIRA certificate grade A or B (b) 1 x Area Manager with a PSIRA certificate grade A or B (c) 3 x Area supervisors/Inspectors with a PSIRA certificate grade A or B (d) 5 x Guards with a PSIRA Certificate grade C</p>	<p>personnel together with their corresponding PSIRA Certificates</p>		<p>personnel; or the organogram does not reflect the required personnel or the names of the key personnel; or the names of the key personnel do not correspond with those reflected on the PSIRA certificates.</p> <p>5 = The bidder submitted an organogram reflecting only 1–2 key personnel (any a-d), together with their corresponding valid PSIRA certificates.</p> <p>15 = The bidder submitted an organogram reflecting only 3 key personnel (any a-d), together with their corresponding valid PSIRA certificates.</p> <p>20 = The bidder submitted an organogram reflecting all 4 key</p>	

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				personnel (a-d), together with their corresponding valid PSIRA certificates	
3.	<p>Valid police clearance certificates: Bidder to submit valid SAPS Criminal Clearance Certificates not older than 6 months of the same key personnel indicated on the organogram in point 2 above:</p> <p>(a) Operations Manager, (b) Area Manager (c) 3 x Area supervisors/Inspectors (d) 5 x Guards with a PSRIA Certificate grade C</p>	<p>Only SAPS criminal certificates of the following key personnel: (a) Operations Manager (b) Area Manager (c) 3 x Area supervisors/Inspectors (d) 5 x Guards with a PSRIA Certificate grade C</p>		<p>0 = No SAPS clearance certificates submitted that are not older than 6 months</p> <p>10 = The bidder has submitted the SAPS criminal clearance certificate of 2-3 key personnel (any of a-d) that is not older than 6 months upon tender closing date.</p> <p>20 = The bidder has submitted the SAPS criminal clearance certificate of all 4 key personnel (a-d) that is not older than 6 months upon tender closing date.</p>	20
4.	Bidder to submit proof of ownership of single cab bakkies ready for the delivery of services at the operational office where the services will be rendered. Vehicles must be in the	Proof of ownership or a copy of a valid lease agreement or Letter of intent for each vehicle		0 = No proof of ownership/ lease agreement submitted/ Letter of intent	10

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	name of the company or if leased, a valid letter of intent to rent from a vehicle rental company for the required vehicles.			<p>5 = 3 x proof of ownership/lease agreement of vehicle submitted or a valid letter of intent to rent from a vehicle rental company for the required vehicle.</p> <p>10 = 5 or more proof of ownership/lease agreement of vehicle submitted or a valid letter of intent to rent from a vehicle rental company for the required vehicle.</p>	
5.	Bidder to submit valid lease agreement / proof of ownership of their main office and control room.	Valid lease agreement / proof of ownership of their main office and control room at the closing date and time of the tender		<p>0 = No valid lease agreement / proof of ownership of the bidder's main office and control room submitted</p> <p>5 = Valid lease agreement / proof of ownership of the bidder's main office and control room submitted</p>	5

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6.	<p>Bidder to submit a comprehensive Standard Operating Procedure (SOP) and Process Flow detailing how the incidents would be reported and how they would be escalated with the following elements:</p> <ul style="list-style-type: none"> a) Introduction, Purpose and scope b) Roles and responsibilities c) Incident Reporting Process d) Incident Classification e) Reporting Timeframe f) Escalation Procedure g) Escalation triggers h) Investigations and Root cause analysis i) Communication and Reporting j) Incident Closure 	<p>Incident Reporting and Escalation Standard Operating Procedure (SOP) detailing elements from (a) to (j)</p>		<p>0 = No Incident Reporting and/or Escalation Standard Operating Procedure submitted</p> <p>5 = Less than 5 critical elements on the Reporting and Escalation Standard Operating Procedure are met any of (a)–(j)</p> <p>10= Less than 8 critical elements on the Reporting and Escalation Standard Operating Procedure are met any of (a)–(j)</p> <p>15 = 8 or more critical elements of the Reporting and Escalation Standard Operating Procedure are met any of (a)–(j)</p>	15

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7.	<p>Bidder to submit a Company POPIA Policy and Data Protection Plan that details the measures in place for safeguarding personal information. The submission must clearly outline:</p> <ul style="list-style-type: none"> a) The methods for secure storage of security registers and related documentation. b) The categories of authorised persons with access to such information. c) Applicable retention periods in line with legislative requirements. d) Approved methods for the safe and lawful disposal of records. 	POPIA Policy & Data Protection Plan under the details outlined from (a) – (d)		<p>0 = No POPIA Policy and/or Data Protection Plan submitted</p> <p>5 = Less than 3 details outlined on the POPIA Policy and Data Protection are met any of (a)– (d)</p> <p>10 = 3 or more details outlined on the POPIA Policy and Data Protection are met any of (a)– (d)</p>	10
					100

Respondents are to note that Transnet will round off final technical scores to the nearest two decimal points for the purposes of determining whether the technical threshold has been met. Respondents to submit supporting documentation to assist the evaluators in scoring. Failure to provide adequate and relevant supporting document will result in a low score, or a zero score, due to lack of evidence or supporting documents.