



PROVISION OF SECURITY SERVICES AT THE PORT OF NGQURA FOR A PERIOD OF THREE (3) YEARS AND THREE (3) MONTHS

BIDDER NAME:**LOCATION:****DATE:****Notes:**

1. Shortlisted Bidders will be required to demonstrate 100% compliance with the physical site inspection requirements. Failure to comply 100% with the physical site inspection requirements will result to disqualification.
2. Bidders must ensure preparedness of the office for the physical site inspection on the date and time indicated by TNPA representatives.
3. Transnet reserves the right to re-evaluate the successful service provider's office(s) once every year to ensure continuity.

Physical Site Checklist**Tick using X**

1.	Valid Proof of Lease Agreement or Ownership of Operational Office	Yes	No	Comments
1.1	Valid proof of lease agreement for twelve (12) months or more/ proof of ownership for operational office • The above must be on the bidder's company name. • Hard copy/soft will be acceptable			
2.	Control Room at the Operational Office	Yes	No	Comments
2.1	Control room manned 24/7 (shift roster and occurrence book will be verified)			
2.2	Dedicated control room number (not office number) and/or dedicated emergency functional cell phone (in and outgoing calls)			



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2.3	VHF / UHF Radio base station units/Push to Talk			
2.4	VHF / UHF Radio Mobile (Vehicle) units/ Push to Talk			
2.5	VHF / UHF Radio Portable (Handheld) units/Push to Talk			
2.6	Testing of contact with security officials and vehicles through VHF / UHF Radio			
2.7	Existing updated Occurrence Book (electronic OB also acceptable)			
2.8	Shift Roster indicating employees shifts and standby employees for emergencies			

3.	Communications	Yes	No	Comments
3.1	Dedicated company email address			
3.2	Company Emergency Hotline for employees			
3.3	Business landline/ telephone number in working condition			
3.4	Area/Operation Managers issued with contract cell phones/Push to talk/Push over Talk Smartphones (cellphone contract to be available)			

4.	Fleet Management	Yes	No	Comments
4.1	LDV (4 x 2 /4 x 4)/ Double cab vehicles with a canopy, tow bar and security as per PSIRA guidelines to be available (number of vehicles required as per the scope of services per port)			
4.2	Vehicles are identifiable (branded with company name)			
4.3	Maintenance plan for the fleet owned or rented			
4.4	Valid vehicle license and up to date			
4.5	Maintenance plan schedule			
4.6	Proof of ownership/ Valid Lease Agreement/ Valid Letter of Intent			



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5.	Occupational Health and Safety	Yes	No	Comments
5.1	Hard copy/soft copy of Safety policy			
5.2	Hard copy/soft copy proof of SHEQ representative training certificate/s			
5.3	Hard copy/soft copy of register of all safety incidents for the past year			
5.4	First aid box available and comply to OHS Act, contents in the box is not expired			
5.5	Report of safety investigation of incidences and findings			
5.6	Hard copy/soft copy of minutes indicating incidents discussed at SHEQ meetings for the past year			
5.7	Hard copy/soft copy Training certificate(s) of medical first aid responder(s) as per the OHS Act			

6.	Uniforms/ Equipments	Yes	No	Comments
6.1	Storeroom for Uniforms			
6.2	Sample(s) of Shirt/blouse in accordance with PSIRA guidelines			
6.3	Sample(s) of Pants / Trouser / Skirt in accordance with PSIRA guidelines			
6.4	Sample(s) of Belt			
6.5	Sample(s) of Boots / Safety Boots / Shoes in accordance with SABS guidelines			
6.6	Sample(s) of Company insignia – visible in accordance with PSIRA guidelines			
6.7	Sample(s) of Cold weather jacket/jersey in accordance with PSIRA guidelines			
6.8	Sample(s) of Raincoat in accordance with SABS guidelines			
6.9	Sample(s) of Reflective vest/jacket in accordance with SABS guidelines			
6.10	Sample(s) of Identity card			
6.11	Sample(s) Snake guards (Must provide 100% resistance to fang penetration with woven outer fabrics)			
6.12	Sample(s) Life Jacket (as per Scope of Works)			
6.13	Existing sample(s) of Baton			
6.14	Existing sample(s) of Handcuffs and Keys			
6.15	Existing security Pocketbook and pen			



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7.	Recruitment and Selection	Yes	No	Comments
7.1	Signed Recruitment and Selection Policy on company letterhead available.			
7.2	Policy includes gender equity and deployment strategy maintaining a minimum of 30% female security officers at Grades C, B and A.			
7.3	Policy includes comprehensive pre-employment screening and vetting procedures.			
7.5	Medical fitness and substance abuse screening process documented.			
BIDDER MET ALL THE REQUIREMENTS?				

EVALUATOR:

Name of Evaluator:	
Signature of Evaluator:	
Date of Evaluation:	