	PROCUREMENT REQUEST	Template Identifier	240-43921804	Rev	6
		Document Identifier	240-76879530	Rev	2
		Effective Date	01 February 2014		
		Review Date	July 2023		

5. Scope of work/supply

Collect cash from Eskom Academy of Learning and Megawatt Park Petty cash offices and deposit into one of the approved First National Bank Branches.

The Service Provider contracted shall employ every lawful means to prevent loss of life, property and equipment through damage, theft, explosion, and fire when performing the duty of CIT (Cash-In-Transit) services as they provide the following security services:

- Patrolling duties: shall include but not limited to the continuous physical patrolling around the entrance and exit points of the collection, while CIT(Cash-In-Transit) is in progress.
- Guarding duties: shall include but not limited to physical guarding of the Eskom cash while CIT(Cash-In-Transit) is in progress.
- Protection duties: shall include but not limited to escorting the bank marshal and other related Eskom staff as and when required, while CIT(Cash-In-Transit) is in progress.
- Key Control: shall include but not limited to safekeeping of cash while in transit. Eskom shall hold the Contractor responsible for losses that occur because of lack of key control by the security officers. The contractor shall provide a permanent contract manager/supervisor who will be responsible ensuring the quality of work carried out by the security officer/s for the full contract period. The Contractor will provide insurance cover of the cash in transit a sum of fifty-thousand-rand (R50000.00) collect once a month from Eskom Academy of Learning and Megawatt Park Petty cash
- Registers & documents management: The service provider shall always ensure that a log and receipt book for monies received is in place and shall issue to the Eskom project manager or appointed supervising manager proof of receipt of money. The service provider must always be able to provide information about the status of the money bag.
- Incidents Management: Conduct investigations within 24 hours and submit a preliminary report within 5 days and final report within 7 days. This includes theft/ loss/ damages.
- Compliance: valid PSIRA (Private Security Industry Regulatory Authority) identification cards, firearm competency certificates, firearm permits must be carried whilst on duty and comply with all approved security related legislation, code of conduct and procedures.
- Security Guards/Personnel: Minimum Qualifications: Security guards must have at least Grade C (PSIRA certificate), with competency certificates, to render Cash-In-Transit (CIT) services. Supervisors must have at least Grade B (PSIRA certificate); relevant qualifications and experience for supervision. Security guards must be able to communicate, read and write at least in English. Security guards may not be younger than 21 years of age.


6. Specification of Product or Goods

The service is cash collection from Megawatt Park petty cash office and the Eskom Academy of Learning petty cash office. All approved security related legislation, code of conduct and procedures. all approved security related legislation, code of conduct and procedures.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	PROCUREMENT REQUEST	Template Identifier	240-43921804	Rev	6
		Document Identifier	240-76879530	Rev	2
		Effective Date	01 February 2014		
		Review Date	July 2023		

Mandatory requirements


- Provide a valid PSIRA certificate for the company (not older than 12 months from date of issue) certified to do Cash-In-Transit (CIT) – (proof to be attached)
- Provide proof of valid PSIRA registration certificate(s) for company director(s) Grade B
- Provide proof of UIF compliance certificate (not older than 12 months from the date of issue)
- Provide proof of at least 2 company armoured vehicles and ownership (copy of vehicle registration certificate)
- Provide proof of public liability insurance min R10 million (letters of intent will not be accepted)
- Provide proof of valid firearm registration and licenses of firearms in the possession of the company.

ITEM	KPA	KPI	DESCRIPTION	WEIGHT (%)
1	Statutory and regulatory compliance	Proof of compliance with the statutory and regulatory requirements	Proof of (1) Work Skills Plan (WSP), (2) Annual Training Report (ATR) submission and approval letter from SASSETA, (3) Proof of Skills Development Levy (SDL) payments for the last three months (10% each X 3)	30%
2	Company Operational Capability	Organisational and operational requirements	Comprehensive and adequate recruitment Policy (The policy must address all requirements for security screening and fitness for purpose in compliance with PSIRA Act 56 of 2001, Firearms Control Act 60 of 2000, and labour turnover plan). Relevant equipment needed for Cash-in-Transit services e.g., receipt book, secured cases, tags, barcoded money bags	20%
			Emergency Preparedness System (Tested EP plan, EP structure, Appointments, EP reports) with the following contingencies: Industrial unrest (National Strike by the Security Industry), Control Room back-Up, Armed attack, Bomb threat, Theft, Hi-jacking, Vehicle breakdown, Vehicle accidents, Bad weather conditions (e.g. rain storms, flooding, etc.) and the provision of additional manpower capacity to assist Eskom in the event of ad hoc security related operations.	10%
3	Company Location	Proof of footprint in the province where the service(s) are to be rendered	The supplier shall have fully functional and operational offices in Gauteng Province. The supplier shall provide proof of a Valid Lease Agreement or Title deed and Municipal statements must be submitted with the tender.	10%

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	PROCUREMENT REQUEST	Template Identifier	240-43921804	Rev	6
		Document Identifier	240-76879530	Rev	2
		Effective Date	01 February 2014		
		Review Date	July 2023		

			The office(s) must be within 50 kilometres in the area(s) for which the service provider is bidding for security services.	10%
4	Company Experience	Proof of references for similar services rendered.	The supplier must provide four (4) original letters of references with project name, budget, and contactable contact details of the company representative where work of a similar scope was performed in the past 5 years. (5% for each reference letter)	20%
	Total for KPA			100%

Tenderers who do not meet the 80% threshold for functionality scoring will be disqualified and not be evaluated further.

Any other additional items/aids required by statutory legislation must be provided in addition to those mentioned above.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.