

Category Desktop Evaluation Criteria- Tender Returnables				
COMPANY PROFILE AND EXPERIENCE (15)				
Footprint in province where the services are to be rendered.	Valid Lease Agreement/Statement Water and lights account		Max Score	Tender Returnable
Proof of references for similar services rendered	Two (2) Reference letters from clients signed by the Head of Security of the companies for which the services were provided, in the company's letterhead. The letters should not be older than twelve (12) months and must state a period of experience of at least three (3) years in the province where they are tendering.			
RESOURCES- MANPOWER (15)				
Adequate resources and capacity (manpower numbers) to render the required services as outlined by the BU/OU.	Does the supplier have a comprehensive HR policy that addresses recruitment/sourcing strategy, staff retention, requirements for security screening and fitness for duty in compliance with PSIRA Act, Act 56 of 2001, Firearms Control Act 60 of 2000	HR Plan that covers; sourcing; retention strategy; criminal record checks, Medical screening, psychometric testing (FCA) = 10 HR Plan partially (50%) covering sourcing; retention strategy; criminal record checks, Medical screening, psychometric testing (FCA) = 5 HR Plan covering less than 20% or there No plan = 0		
The supplier must demonstrate that all guards in their employ are PSIRA registered	Valid PSIRA HR Listing not older than 90 days			
RESOURCES- VEHICLES (10)				
Does the supplier possess sufficient number of vehicles (as specified in the scope of work) and are the vehicles suitable for use for the required purpose namely, patrols, reaction force, staff transport? Does the supplier effectively manage and maintain his vehicles?	Does the supplier have adequate number of vehicles for the required service? (3) Are all vehicles fitted with a vehicle tracking system provide reports? (2) Are there maintenance records for all vehicles? (2) Are there roadworthy certificates for vehicles older than 5 years and/or over 100 000km (3)	Score total for total compliance = 10 Ea. item confirmed to be scored as per allocated score for the item and all scores added together		
UNIFORM AND PPE EQUIPMENT(10)				
The Supplier must provide the Security officer with appropriate uniform	Does the supplier have a duly authorised uniform policy indicating the frequency of replenishing of uniform item? (3) Are Security officers issued with the following as part of the uniform items – cost to company? Combat Uniform (2) Riot Gear (3) Bullet proof vests (2)	Score total for total compliance = 10 Ea. item confirmed to be scored as per allocated score for the item and all scores added together to get final score.		
FIREARM COMPLIANCE (25) The Supplier must satisfy ALL Firearm control Act requirements to can be considered for services were firearms are required.				
The supplier must own appropriate and adequate number firearms (Pistols and shotguns – revolvers excluded) registered with the CFR that are properly maintained.	Does the supplier have sufficient number of firearms for the required service? Required No: Pistols - 20, Shotgun - 10	Exceeding the total number of firearms required = 10 50% of the required number of firearms = 5 Less than 30% of the required number of firearms = 0		
	Appointment of the responsible person (Armoury manager) if not the Juristic person /company owner.	(Note; if owner the responsibility is recorded on CFR letter)		
	SAPS Firearm competency certificates for responsible person – all accredited firearms in use. (if not owner the appointed person)	Firearm competency certificates certified copy not older than 90 days		
	Training records for responsible person handle and use of firearms for business purposes – all accredited firearms and Knowledge of firearm Control Act from a SASSETA accredited institution.	Training records- Certified copy not older than 90 days		