

	<p align="center">METER READING SERVICES IN THE CAPE COASTAL CLUSTER</p> <p align="center">SITE INSPECTION EVALUATION</p>	<p align="center">March 2025</p>
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Vendors Name:		Category of Supply:	Meter reading services in the Cape Coastal Cluster
Contractors Physical Address:		Contractors Contact Number:	
Interviewed by:		Date Assessed:	
E-mail Address:		Signature:	

	Checkpoint	Yes	No	Comments
1	Location			
1.1	Located in Western Cape (10)			
1.2	Confirmation that the supplier is located at the provided address (5)			
1.3	Confirmation that the staff listed in the tender documents are indeed employees of the company (5) – <i>(contractor will be required to ensure that the listed employees are available during the evaluation)</i>			
Score		_____/20		
2	Vehicles			
2.1	Number of sedans (atleast 1) owned by the contracting company (5)			
2.2	Number of LDV's, 4x4 (Atleast 2) owned by the contracting company (5)			
2.3	Are service records up to date for each vehicle (5)			
2.4	Is the vehicles roadworthy (5) (a valid roadworthy certificate must be made available for each vehicle above from an accredited testing center)			
Score		_____/20		
3	Office			

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3.1	Does the office have a telephone line? (2)			
3.2	Does the office have computers and laptops? (3)			
3.3	Does the office have email facilities? If so, please specify. (3)			
3.4	Does the office have a meeting room? (4)			
3.5	Parking area clean and orderly? (4)			
3.6	Workplace clean and orderly? (4)			
Score		_____/20		
4	Safety			
4.1	Are there fire extinguishers available in the contractors premises (minimum of one)? (5)			
4.2	Are vehicles equipped with first aid kits? (5)			
4.3	Does the office have a first aid kit? (5)			
4.4	Is there an established evacuation procedure? (5)			
Score		_____/20		
5	Standards and Procedures			
5.1	Are standard high voltage operating procedures available? (10)			

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5.2	Does the company use fair labour practices i.e. Are there standard conditions of service available in compliance with the Dept of Labour (10)			
Score		_____/20		

TOTAL (_____ /100) Subminimum to proceed - 80%	%				
Interviewers' Comments: <div style="margin-top: 20px; text-align: right;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Successful</td> <td style="padding: 5px;">Denied</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table> </div>		Successful	Denied		
Successful	Denied				