

	TPD Security	Document Identifier	TPDMAN-FM-207	Rev	1
	On-Site Desktop -Technical Evaluation	Effective Date	November 2022		
		Review Date	November 2025		

DESKTOP REQUIREMENTS				
SECURITY SERVICE PROVIDER				
	Requirement	Returnable	Condition	Verified
				Score = 5
1	Footprint in Province where the service is to be rendered.	<ul style="list-style-type: none"> Valid Lease Agreement. Water statement or Lights account (not older than 3 months) 	<ul style="list-style-type: none"> Valid Lease Agreement, Water statement/Lights account not older than 3 months = 5 points 	
				Score = 5
2	Proof of reference for similar services rendered.	<ul style="list-style-type: none"> Two (2) reference letters from clients, signed by Head of Security of companies of which the service was provided, in the company letterhead. The letter 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. 	<ul style="list-style-type: none"> Valid reference letter not older than 12 months = 2.5 points Letter must be in relation to work completed in the same province where work for the tender is to be completed = 2.5 points. 	
				Score = 5
3	Adequate resources and capacity (Manpower numbers) to render the required services as outlined by the SOW	<ul style="list-style-type: none"> Comprehensive Company HR Policy that address recruitment/sourcing strategy, staff retention, requirements for security screening and fitness for duty compliance with PSIRA Act, Act 56 of 2001, Firearm Control Act 60 of 2000. 	<ul style="list-style-type: none"> Must be the companies HR Policy HR Plan that covers-sourcing, retention, strategy, criminal record checks, medical screening, psychometric testing = 5 points 	

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	Requirement	Returnable	Condition	Verified
3		<ul style="list-style-type: none"> Company HR Plan- Sourcing, Retention, Criminal record check, medical screening, Psychometric test. 	<ul style="list-style-type: none"> HR Plan partially (50%) - covering sourcing, retention, strategy, criminal record check, medical screening, psychometric testing = 2.5 points HR Plan covers less than 20% or no plan = 0 pints 	
				Score = 5
4	The supplier must demonstrate that all guards in their employment are PSIRA registered.	<ul style="list-style-type: none"> Valid PSIRA HR listing Not older than 90 days. 	<ul style="list-style-type: none"> Valid PSIRA HR listing must be for the company's employees and issued/download less than 90 days from the tender closing date. = 5 points 	
				Score = 10
5	Proof of minimum standard vehicles specifications to perform work required.	<ul style="list-style-type: none"> Proof of vehicles, ownership, or lease agreement for the period of operation. Proof of vehicle tracking systems for each vehicle. Certified roadworthy. <p><u>Safety features for Eskom business purposes and shall meet the following requirements:</u></p> <ul style="list-style-type: none"> All vehicles that are tested for NCAP in South Africa/Europe will comply with the Euro NCAP 4 rating. Factory-fitted antilock braking system (ABS). 	<ul style="list-style-type: none"> Letter must not be older than 12 months. Letter must be in relation to work completed in the same province where work for the tender is to be completed. Adequate vehicles = 3 points Proof of tracking system for vehicles = 2 points Proof of vehicle maintenance/service records = 2 points Vehicles less than 5 years under 100 000km = 3 points 	

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5		<ul style="list-style-type: none"> • Factory-fitted driver and passenger airbags. • Alarm/immobiliser– factory-fitted. Factory fitted power steering. • Tyres in conformity with the manufacturer’s specifications for the intended work application. • Two emergency warning triangles (in all vehicles). • Daytime running lights for all vehicles travelling on open roads. (When the ignition is in the “on” position, lights should switch on automatically.) • Vehicles not fitted with daytime lights must use the dipped lights (also called driving lights) in the “on” position for daylight driving (all vehicles). 	<ul style="list-style-type: none"> • OR – Roadworthy certificates for vehicles older than 5 years or 100 000 km = 3 points 	
				Score = 10
6	Provision of appropriate Uniform for Security Officers / Guards	Dully authorised uniform policy including: <ul style="list-style-type: none"> • Frequency of replenishing of uniform items. • Proof (pictures) of the issuing of combat uniform, Riot gear, Bulletproof vest as cost to company. 	<ul style="list-style-type: none"> • Uniform policy must be in the name of the company. • Uniform must have company logo. • Pictures of combat Uniform, Riot gear and Bulletproof vest must illustrate company logo (taken at company premises or with guards who are wearing company uniform) 	

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	Requirement	Returnable	Condition	Verified
6			Points: <ul style="list-style-type: none"> • Frequency of replenishment = 3 points • Combat uniform = 2 points • Riot gear = 3 points • Bulletproof vest = 2 points 	
				Score = 10
7	The Supplier must own appropriate and adequate number of firearms (Pistol and Shot gun, excluding revolvers) registered with the Central Firearm Registry (CFR) that are properly maintained	Proof of company ownership must be provided: <ul style="list-style-type: none"> • 20 pistols • 10 Shotguns 	<ul style="list-style-type: none"> • Confirmation or Proof of ownership must be in the company name. Points: <ul style="list-style-type: none"> • Meet or exceed the total number of firearms required = 10 points • 30-90% of required number of firearms = 5 points. • Less than 30% of the required number of firearms = 0 points 	
				Score = 20
8	Appointment of Armoury Manager.	<ul style="list-style-type: none"> • Letter of Appointment of responsible person if not owner of the company. • If the owner is responsible, then CFR letter where it is recorded that the owner is responsible. • Certified Firearm Competency of responsible person. 	<ul style="list-style-type: none"> • Firearm competency is required for responsible person, must be certified less than 90 days before the tender closing date. • Training records must be certified less than 90 days before the tender closing date. 	

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	Requirement	Returnable	Condition	Verified
8		<ul style="list-style-type: none"> • Certified copies of 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. 	Points: <ul style="list-style-type: none"> • Letter of appointment for responsible person and firearm competency = 5 points. • OR CFR letter confirming owner is responsible person = 5 points. • Firearm competency of responsible person = 5 points. • Training records = 5 points. 	
	TOTAL			70 Points

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ON-SITE INSPECTION/EVALUATION				
	Requirement	Returnable	Condition	Verified
				Score = 12
1	<p>The supplier must have an Emergency Preparedness and Response procedure and the control room operators must be knowledgeable and be familiar with their plan.</p>	<ul style="list-style-type: none"> • Emergency preparedness and response procedure with contact numbers available in the control room. • Are all operators on duty familiar with procedure? • Is there minimum of two controllers/operators on duty? • Are controllers/operators able to monitor and track vehicles on the tracking system? • Is there a contingency plan for overall for Security Operations – Visibly displayed. • Communication with site and use of panic button by on-site guards? 	<ul style="list-style-type: none"> • The returnable must be available at the Companies premisses/control room on the day of the site inspection/evaluation. <p>Points:</p> <ul style="list-style-type: none"> • Emergency preparedness procedure and contact numbers = 2 points. • Operators familiar with the procedure = 2 points. • Minimum of two operators on duty = 2 points. • Operators' capability to monitor vehicle tracking = 2 points. • Visibly displayed contingency and security operations plan = 2 points. • Capability to communicate with guards on site = 2 points. 	

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	Requirement	Returnable	Condition	Verified
				Score = 1
2	PSIRA Code of Conduct.	<ul style="list-style-type: none"> Demonstrate that PSIRA Code of Conduct is readily available. 	<ul style="list-style-type: none"> The returnable must be available at the companies premises/control room on the day of the site inspection/evaluation. Points: <ul style="list-style-type: none"> Code of Conduct document = 1 point. 	
				Score = 2
3	Use of Occurrence Book and up to date recordkeeping (Reaction units) and response time to incidents.		<ul style="list-style-type: none"> The returnable must be available at the companies premises/control room on the day of the sit inspection/evaluation. Points: <ul style="list-style-type: none"> Updated Occurrence Book = 2 points 	
				Score = 5
4	Firearm registers.	Firearm register – A7(2) and A8(2) Discharge register must be available at the company control room on the day of the evaluation.	<ul style="list-style-type: none"> The returnable must be available at the companies premises/control room on the day of the site inspection/evaluation. Points: <ul style="list-style-type: none"> Firearm registers = 5 points 	

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	Requirement	Returnable	Condition	Verified
				Score = 10
5	Firearms Inspection.	<ul style="list-style-type: none"> • Handguns-Pistols • Short guns 	<ul style="list-style-type: none"> • The returnable must be available at the companies remises/control room on the day of the site inspection/evaluation. • Inspection on site - Depending on the site) – 9mm Handgun type of firearm available and in good condition. • Minimum number of firearms. Points: <ul style="list-style-type: none"> • 10 Handguns for inspection in the company's name = 5 points. • 10 shotguns = 5 points 	
	TOTAL			30 Points

Desktop Evaluation	75% required to proceed to on-site inspection / evaluation.		
On-Site Inspection/Evaluation	75% required to comply with the pass requirement.		
Thresh hold	75% require for contract awarding.		

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RESULTS			
PASS		FAILED	

REMARKS:

SIGN-OFF			
EVALUATOR - 1		EVALUATOR – 2 / VERIFIER	
DATE		DATE	
SIGNATURE		SIGNATURE	
COMPILER		APPROVER	
DESIGNATION		DESIGNATION	
DATE		DATE	
SIGNATURE		SIGNATURE	

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