



INVITATION TO TENDER

THE COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH (CSIR) IN SOUTH AFRICA INVITES EXPERIENCED SERVICE PROVIDERS TO BID FOR THE FOLLOWING SERVICE:

TENDER NO.	TENDER DESCRIPTION	CLOSING DATE AND TIME
RFP No. 3518/29/07/2022	Provision of Guarding Services at the CSIR offices for a period of 36 months with an option to extend for a further 24 months	29 July 2022 at 23:59pm

Please refer to Annexure A of this Invitation to Tender for detailed specification and bid requirements

Tender documents can be purchased at a non-refundable fee of R1150.00 (VAT included) on the PURCO SA website

Any queries must be in writing to tender@csir.co.za and Mr Tshepo Mampuru at tshepo.mampuru@purcosa.co.za.

All tender document availability and tender submission related queries must be sent to Pozisa Makonco pozisa.makonco@purcosa.co.za, contact number 011 545 0940.

Submission for the tender is online via the PURCO SA website (link for submission is in the tender document).

Annexure A

Detailed Specification and Requirements

REQUEST FOR PROPOSAL SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)

Date of Issue	04 July 2022	
<u>Compulsory site briefing and information sessions</u>		
Compulsory Information Session.	Date: <u>11 July 2022</u> Time: <u>12:30pm</u> on MS Teams using the following link: https://bit.ly/3bBe15J	
CSIR Pretoria Scientia; Meeting Address: Meiring Naude Rd, Brummeria, Pretoria, North Gate opposite Sasol Garage	Date: <u>12 July 2022</u> Time: <u>10:00 am</u>	
CSIR Kloppersbos and Paardefontein; (2 adjacent Facilities) Meeting Address: Plot 38, Kloppersbos, Nokeng Tsa Taemane, Pretoria	Date: <u>12 July 2022</u> Time: <u>14:00pm</u>	
CSIR Carlow Road and CSIR Frost Avenue (2 separate Facilities within the 5km radius) Meeting Address: CSIR Mandela Mining Precinct, corner Carlow rd. and Rustenburg rd., Melville, JHB	Date: <u>13 July 2022</u> Time: <u>10:00am</u>	
CSIR Durban (KZN) Meeting Address: King George Avenue, Glenwood, Durban	Date: <u>14 July 2022</u> Time: <u>10:00pm</u>	
CSIR Stellenbosch (Western Cape) Meeting Address: 11 Jan Cilliers Street, Stellenbosch, Western Cape	Date: <u>15 July 2022</u> Time: <u>10:00am</u>	
Rosebank (Western Cape CBD) Meeting Address: Lower Hope Rd, Rosebank, Rondebosch, Cape Town	Date: <u>15 July 2022</u> Time: <u>14:30pm</u>	
Closing Date for query submissions	Date: <u>21 July 2022</u> Time: <u>16:30pm</u>	
Closing Date	Date: <u>29 July 2022</u> Time: <u>23:59pm</u>	
Tender submission	https://purcosa.co.za/webform/tenderbox-rfp-no-3518-29-07-2022-guarding-services-csir	
Enquiries	Strategic Procurement Unit	E-mail: tshepo.mampuru@purcosa.co.za
CSIR business hours	08h00 – 16h30	
Category	Security Services	

1. Request for Proposal

Proposals are hereby invited from duly PSIRA registered security service providers for the provision of guarding services across all CSIR sites.

Our CSIR sites are as follows:

GAUTENG

- CSIR Pretoria Scientia campus (HQ, Brummeria, Pretoria)
- CSIR Kloppersbos (Pretoria North)
- CSIR Paardefontein (Pretoria North)
- CSIR Johannesburg: Frost Avenue
- CSIR Johannesburg: Carlow Road

WESTERN CAPE

- CSIR Rosebank
- CSIR Stellenbosch

KWA ZULU NATAL

- CSIR Durban

Note: The Bidder should have presence in all Provinces where the CSIR officers are located as above. CSIR is looking for a single service provider who will manage the entire contract.

2. PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry (if applicable).

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

2.2 Technical Proposal

The following must be submitted as part of the proposal:

2.2.1 **Covering letter.**

2.2.2 **Mandatory Documents** (expanded on clause 2.3 below)

2.2.3 **Project Mobilisation Plan** (*Upon receiving an appointment letter, what will be the service providers preparation lead time to take over and what actions will form part of your preparations*)

2.2.4 **Security Operation Plan** (Outline your best practices in the following operational areas)

- Access and Egress Control
- Control Room Operations
- Patrolling and methods used
- Searching of vehicles and persons
- Management of Response to security incidents
- Incident Investigations
- Training of Guards
- Guards monitoring processes
- Electronic Guard Time and Attendance Systems (Accessible to CSIR Ops Manager)
- Vetting / Screening of Guards (Pre-employment and annually)
- Parade Handling
- Firearms Handling Procedures

2.2.5 **Contingency Plans**

- Management of Protects / Strike Action
- Response to security incidents and back-up plans
- Capacity to support your contingency plans and deployment lead times

2.2.6 **Human Resources**

- Training Plan of Guards
- Remuneration Break down of Guards (PSIRA aligned)
- Company benefits given to Guards (labour laws)
- Code of conduct for guards
- Disciplinary code for guards
- Basic Conditions of employment (including working hours and relief staff)

2.2.7 **Health and Safety Plan (relevant to guarding operations and specific to this RFP)**

- Refer Annexure E for details (SHEQ File Content)

2.3 **Mandatory Documents**

Service Provider should provide the following **mandatory documents**, of which failure will lead to disqualification;

2.3.1 A valid company PSIRA registration certificate. (Valid at closing date)

- 2.3.2 A valid PSIRA letter of good standing issued to the Company (Valid at closing date)
- 2.3.3 A valid National Key Point Registration Letter (Valid at closing date)
- 2.3.4 A valid PSIRA Registration Certificate for Company Director(s) (Valid at closing date)
- 2.3.5 Certified ID copy of Company Director(s): Not older than 90 days at RFP submission date.
- 2.3.6 A valid letter of good standing relevant to the scope of work from the Department of Labour (COIDA)
- 2.3.7 UIF Letter of Compliance Certificate (Valid at closing date)
- 2.3.8 Firearms Licenses x 20 (ability to arm Security Officers)
- 2.3.9 ICASA License for Radios or (Lease agreements, in case the radios are leased)
- 2.3.10 Provide proof of valid public liability cover of a minimum **R 15 000 000.00**
- 2.3.11 Registration with the National Bargaining Council for the Private Security Sector (NBCPSS)
- 2.3.12 Letter confirming Medical Insurance for Security Officers
- 2.3.13 Company Presence in CSIR areas of Operations: Gauteng, Western Cape and KZN (Supported by a valid office lease agreements)

2.4 Financial Proposal:

The following must be submitted as part of the **financial** proposal:

- 2.4.1 Cover letter on a company letter head detailing the bid amount in words and in figures.
- 2.4.2 Proposed cost/ commercial offer as per attached Guards compliment and equipment.
- 2.4.3 Provide a valid original or certified copy of B-BBEE certificate or valid sworn affidavit; and registration report (RSA suppliers). Failure to submit a valid B-BBBEE certificate will result in zero allocation of points.
- 2.4.4 The pricing must be firm and inclusive of all costs required to render the required services to the CSIR. Prices should remain valid from contract kick off on 1st January 2023 till December 2023
- 2.4.5 Annual escalations in line with Sectoral Determinations will be negotiated every year and implemented on the anniversary of the project kick off which will be January of each year.
- 2.4.6 **Pricing information must be provided separately from the technical requirements.**

3. THE SCOPE OF WORK

3.1 Operational Duties of a Service Provider

- 3.1.1 Access and Egress Control
- 3.1.2 Searching and Vehicles and Persons
- 3.1.3 Asset Protection
- 3.1.4 Patrolling and status reporting
- 3.1.5 Response to incidents
- 3.1.6 Equipment status Reports
- 3.1.7 Customer Services
- 3.1.8 Covid 19 Screenings and Protocol enforcements

3.2 Governance Duties of a Service Provider

- 3.2.1 Monthly Operational Meetings with the Client
- 3.2.2 Quarterly Strategic Meetings with the Client
- 3.2.3 Development of Standard Operating Procedures (SOPs)
- 3.2.4 Incidents Investigations
- 3.2.5 Preparation for National Key Points (NKP) Audits
- 3.2.6 Participation in NKP National Shoot Competitions
- 3.2.7 Preparation of Service Provider for SAPS Audits

3.3 Requirements for Site Manager (based in Scientia Campus)

- 3.3.1 Diploma in Security Management or equivalent
- 3.3.2 Grade 12
- 3.3.3 PSIRA registered Grade A
- 3.3.4 NKP qualifications
- 3.3.5 Firearms Competency
- 3.3.6 SAPS Police Clearance produced before contract commencement
- 3.3.7 South African Citizenship
- 3.3.8 **Six years** minimum experience in Security environment

3.4 Requirements for Access Control Supervisor

- 3.4.1 Supervisory Course
- 3.4.2 Grade 12
- 3.4.3 PSIRA registered Grade B
- 3.4.4 NKP qualifications for Scientia Campus only
- 3.4.5 Firearms Competency for all Scientia Security officers and listed sites (requiring firearms)
- 3.4.6 SAPS Police Clearance for each Officer (Produced within 2 months of commencement date of the contract)
- 3.4.7 South African Citizenship
- 3.4.8 **Five years** minimum experience in Security environment

3.5 Requirements for a Security Control Room Operator

- 3.5.1 Control Room Operations Course
- 3.5.2 Grade 12
- 3.5.3 PSIRA registered Grade B
- 3.5.4 NKP qualifications for Scientia Campus only
- 3.5.5 Firearms Competency for all Scientia Security officers and listed sites (requiring firearms)
- 3.5.6 SAPS Police Clearance for each Officer (Produced within 2 months of commencement date of the contract)
- 3.5.7 South African Citizenship
- 3.5.8 **Five years** minimum experience in Security Control Room environment

3.6 Requirements for Access Control and Patrol Security Officers

- 3.6.1 Minimum Grade 12
- 3.6.2 PSIRA registered Grade C,
- 3.6.3 NKP qualifications for Scientia Campus only
- 3.6.4 Firearms Competency for all Scientia Security officers and listed sites (requiring firearms)
- 3.6.5 SAPS Police Clearance for each Officer (Produced within 2 months of commencement date of the contract)
- 3.6.6 South African Citizenship
- 3.6.7 **Three years** minimum experience in Security environment

3.7 Detailed Requirements and Check List

	Item Description	Comply	Not Comply	Mandatory /Functional	Comments
3.7.1	Service Provider Company				
3.7.1.1	Company is duly registered in terms of the CIPC			Mandatory	
3.7.1.2	The Company has not been blacklisted from doing business with the State organs			Mandatory	
3.7.1.3	The company holds a valid Company PSIRA registration			Mandatory	
3.7.1.4	The company holds a valid PSIRA Letter of Good Standing			Mandatory	
3.7.1.5	Company is registered with SAPS as a National Key Point Service Provider			Mandatory	
3.7.1.6	Company holds a Valid COIDA Letter of Good Standing			Mandatory	
3.7.1.7	Company holds a Valid UIF Letter of Good Standing			Mandatory	
3.7.1.8	Company has Public Liability Insurance minimum of R15 million cover			Mandatory	
3.7.1.9	Company has Firearm Licences registered in its name. At least 20 Licences			Mandatory	
	Item Description	Comply	Not Comply	Mandatory /Functional	Comments
3.7.2	Security Officers Management				
3.7.2.1	Training of Security Officers			Functionality	

	Security Officers should be trained by Accredited Institutions with SASSETA standards				
3.7.2.2	Recruitment of Security Officers by Service Provider CSIR reserves the right to interview SOs recommended by the Service Provider and approve the Security Officers before deployment at CSIR			Functionality	
3.7.2.3	Substitution of Security Officers After the initial deployment of SO's, any future substitution of a Security Officer can only happen with the concurrence of the CSIR Security Manager.			Functionality	
3.7.2.4	Conditions of Service of Security Officers The service provider undertakes to remunerate the Security Officers in line with the minimum rates as prescribed in Sectoral Determination and according to PSIRA grades.			Functionality	
3.7.2.5	Uniform and ID cards Security Officers shall always wear a neat Uniform in line with agreed specifications, with name tags and PSIRA ID cards as mandatory.			Functionality	

	Item Description	Comply	Not Comply	Mandatory /Functional	Comments
3.7.3	Guarding Operations				
3.7.3.1	- Service Excellence Service Provider's Security Officers undertakes to provide excellent and consistent security services in line with CSIR Standard Operating Procedures.			Functionality	
3.7.3.2	- Posting of Guards There shall be an equitable gender balance in the appointment of SOs recommended by the Service Provider			Functionality	
3.7.3.3	- Security Equipment			Functionality	

	All specified security equipment as per contract shall be always available and in a functional state				
3.7.3.4	<p>- Shift Duration and Parades</p> <p>The Shifts shall be 12 hrs long and parades shall without fail convene 15 minutes before the shift starts for briefings and debriefings.</p>			Functionality	
3.7.3.5	<p>- Covid 19 Protocols</p> <p>The Service Provider SOs shall adhere and enforce all COVID 19 Protocols that are prescribed by the CSIR</p>			Functionality	
3.7.3.6	<p>- Daily Operational Reports</p> <p>The Service Provider, through their Site Manager, shall produce daily operational reports, highlighting the state of operations, challenges, incidents, response actions and remedial actions where applicable.</p>			Functionality	
3.7.3.7	<p>- Monthly Performance Assessments</p> <p>CSIR Security Service will subject the Service Provider to a monthly performance evaluation based on the agreed Key Performance Areas (KPAs). The Evaluation report will be signed by both parties reflecting agreed performance and any proposed remedial actions</p>			Functionality	
3.7.3.8	<p>- Communication with Clients</p> <p>The Service Provider SOs shall always display professional etiquette when engaging with CSIR clients. Where disagreements arise, the Gate Supervisor and/or Site Manager shall be engaged to resolve the matter amicably</p>			Functionality	
3.7.3.9	<p>- Searching</p> <p>Searching of vehicles shall be robust, purposeful, and guided by CSIR SOPs, including actions that should be taken when anomalies are picked up.</p>			Functionality	

3.7.3.10	- Access Control Access Control shall be guided by CSIR procedures, and such procures shall be strictly and consistently adhered to			Functionality	
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	Item Description	Comply	Not Comply	Mandatory /Functional	Comments
3.7.4	Contingency Plans				
3.7.4.1	- Handling of Protest Actions Protest action (not related to the Service Provider) should be handled with due care and diligence to avoid injuries or acting outside the provisions of force continuum			Functionality	
3.7.4.2	- Response to Incidents Response to any detected incident should be conducted in manner that demonstrate effective response that neutralises any malicious activity			Functionality	

	Item Description	Comply	Not Comply	Mandatory /Functional	Comments
3.7.5	Investigations				
3.7.5.1	- Competent Investigator All reported Security Incidents shall be fully investigated by the Service Provider's Investigator and professional reports issued within 48hrs			Functionality	

	Item Description	Comply	Not Comply	Mandatory /Functional	Comments
3.7.6	Unionisation and work stoppage				
3.7.6.1	- Whilst the right to unionisation and strike action is enshrined in the Constitution of the RSA, the Service Provider shall endeavour to handle Labour Relation matters with its employees speedily and amicably to avoid unnecessary consequences that may impact on CSIR's business continuity.			Functionality	

3.7.6.2	- The Service Provider will have contingency measures in the eventuality of strike action leading to work stoppage, to ensure business continuity and such contingency measures will be fully funded by the Service Provider.			Functionality	
	Item Description	Comply	Not Comply	Mandatory /Functional	Comments
3.7.7	Governance and NKP Requirements				
3.7.7.1	- Comply with statutory requirements for security officers guarding a National key Point			Functionality	
3.7.7.2	- Conduct scheduled NKP Refresher training - Conduct schedule Regulation 21 Refresher training			Functionality	

3.8 PURCO SA Service Fee

The Service Provider must provide for a 2% service fee calculated on the total value of each invoice issued by the Service Provider for or otherwise relating to supply of goods and/ or performance of the Services to CSIR (including any additional/ ad hoc goods supplied or services rendered), payable to PURCO SA on submission of the relevant invoice to CSIR.

The selected Service Provider is required to send a copy of the monthly invoice and statement where applicable to both PURCO SA and CSIR Upon receipt of the monthly sales report from the Service Provider, PURCO SA shall invoice the Service Provider a minimum of 2% service fee based on the Rand value of the total transaction fees which is payable to PURCO SA within 30 days of the invoice date.

EVALUATION CRITERIA

The CSIR has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-Qualification and Elimination Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)	Preferential Points (Phase 3)
Only bidders that comply with ALL the criteria set on Phase 1 below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a minimum threshold of 50 points on each of the individual criteria, and a minimum threshold of 70 points out of 100 points overall. Only bidder (s) who meet and/or exceed the minimum threshold points on Phase 2 will proceed to Phase 3.	Bidders will be evaluated on Preferential Points system of 90/10 Price = 90 B-BBEE = 10

3.9 Pre-Qualification and Elimination Criteria (Phase 1)

(a) Pre-Qualification Criteria

Only the following enterprises will be considered for this tender:

- All Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) with a B-BBEE status of level 1 to 4.

NB: A certified copy of a valid B-BBEE Certificate or a valid sworn affidavit must be submitted to be considered for this tender

(b) Elimination Criteria

Proposals will be eliminated under the following conditions:

- i. Submission after the deadline.
- ii. Proposals submitted at incorrect e-mail address.
- iii. Failure to attend the compulsory briefing sessions at any of the CSIR sites.
- iv. Failure to submit any of the mandatory documents.
- v. **Pricing proposal Prices should remain valid from contract kick off on 1st January 2023 till December 2023**

3.10 Technical Evaluation Criteria (Phase 2)

Only RFP proposals that have met the Pre-Qualification and Elimination Criteria will be evaluated for technical/functionality. Technical/Functionality will be evaluated as follows:

- I. Functional Evaluation – Expression of Interest Proposals will be evaluated out of 100 points and are required to achieve a minimum threshold of **50 points** on each of the individual criteria, and a minimum threshold of **70 points** overall.

Phase 2: Technical evaluation criteria

#	Evaluation criteria	Criteria Description	Weighted score
1	Project mobilization Plan	<ul style="list-style-type: none"> • Detailed Mobilization Project Plan from when the contract is awarded, until when the contract kicks off. • All the actions towards preparation of the Service Provider to take over the sites should be fully covered • Represented in a Gantt Chart or similar 	10%
2	Project Operations Plan	<ul style="list-style-type: none"> • Covers the scope of work required • Tailored to the CSIR environment • Shows innovation and attention to details 	30%
3	Human Resources	<ul style="list-style-type: none"> • CV of Site Manager • CVs of Supervisor x 4 • CVs of Controllers x 2 	15%
4	Company Experience	<ul style="list-style-type: none"> • Minimum of 5 references where Guarding was provided • Reference Letters should be dated, signed and verifiable (contact person provided) 	20%
5	Health and Safety Plan	<ul style="list-style-type: none"> • Detailed occupational Health and Safety Plan • Specific for the Security Officers and their operational environment 	10%
6	Security Best Practices Administrative Points	<ul style="list-style-type: none"> • QMS accreditation ISO 9001/ISO 45000 (5) • Guard Patrol technology (5) • Electronic Guard Time and Attendance System (5) 	15%
TOTAL			100

- Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and sub section of less than **50%** will be eliminated from further evaluation.

- Refer to ***Annexure D*** for the scoring sheet that will be used to evaluate functionality.

ANNEXURE D

SCORING SHEET

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and any sub section of less than **50%** will be eliminated from further evaluation.

No.	Criteria	Proof required	Points allocation		Weight
1	Project mobilization Plan	Project Mobilisation Plan defines a detailed scope of preparatory activities which are necessary before takeover of a site and deployment of own security guards.	Non-submission of the project mobilisation Plan	0 points	10%
			Project Plan is submitted however, it is not comprehensive and omitted key action plans towards successful mobilisation.	3 points	
			Project Plan has been submitted; it addresses the scope required for a successful mobilisation work. It demonstrates that the bidder understands all the required actions prior to project kick off.	5 points	
			Project Plan has been submitted; it addresses the scope required for a successful mobilisation work. In addition the plan has quick turnaround times.	7 points	
			Project mobilisation plan fits the project deliverables well; all important activities are indicated in the schedule and the sequencing and timing of activities are very well defined, indicating that the Tenderer has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.	10 points	
2	Security Operations Plan	Covers the scope of work required and tailored to the CSIR environment. Shows innovation and attention to details			30%

			Non-submission of the Project Operations Plan	0 points	
			Project Operations Plan is submitted however, it is not comprehensive and omitted key areas of operations and not tailored to our organizational requirements.	3 points	
			Project Operations Plan has been submitted; it addresses the scope required for a successful security operations. It covers at least 70% of all operational areas.	5 points	
			Project Operations Plan has been submitted; it addresses the scope required for a successful security operations. It covers at least 80% of all operational areas.	7 points	
			Project Operations Plan is comprehensive and covers 100 % of all areas of the scope with clear contingency planning.	10 points	
3	Human Resources	Site Manager x 1 (as in clause 5.3)	Does not meet the minimum requirements	0 points	15%
			Meet all the stipulated requirements.	10 points	
		Access Control Supervisors x 2 (as in clause 5.4)	Does not meet the minimum requirements	0 points	
			Meet all the stipulated requirements.	10 points	
		Control Room Operators x 2 (as in clause 5.5)	Does not meet the minimum requirements	0 points	
			Meet all the stipulated requirements.	10 points	
4	Company Experience	The bidder must provide a list of completed and current projects. Projects must be similar in scope and contract value . These should be supported by contactable references and affirmed during site visits			20%

		<p>The list of projects must be accompanied by the reference letters. A minimum of five (5) reference letters is required for projects completed between 2010 and 2022.</p> <p>The reference letters must be from different clients. Various sites which are issued as a single RFP will count as one completed Project</p>	<p>< 5 reference letters - 0 points 5 – 7reference letters - 5 points 8 – 9 reference letters - 7 points 10 and more - 10 points</p>		
5	Health and Safety (HS) Plan	<p>Detailed occupational Health and Safety Plan</p> <p>Specific for the Security Officers and their operational environment</p>	Non-submission of the HS Plan	0 points	10%
			HS Plan is submitted however, it is not comprehensive and not specific to the Security Guards and their operational environment.	3 points	
			HS Plan has been submitted; it addresses the scope of work for Security Officers and their operational environment. Covers at least 70% of required areas of the scope of Security operations	5 points	
			HS Plan is comprehensive and covers 80 % of all areas of the scope of Security operations with clear contingency planning and specific to the CSIR environment	7 points	
			HS Plan is comprehensive and covers 100 % of all areas of the scope of Security operations with clear contingency planning and specific to the CSIR environment	10 points	
6	Security Best Practices Administrative Points	QMS accreditation ISO 9001/ISO 45000 (5%)	No ISO 9001/ ISO 4500 Accreditation	0 points	15%
			Full ISO 9001/ ISO 4500 Accreditation	10 points	
		Guard Patrol Technology (5%)			

			No Guard Patrol Technology in Place	0 points	
			Functional and effective Guard Patrol Technology	10 points	
		Electronic Guard Time and Attendance System (5%)	No Guard Time and attendance system	0 points	
			Effective Guard Time and Attendance system.	10 points	
TOTAL					100%

STAGE 2: ONSITE INSPECTION (FOR BIDDERS WHO SCORED 70% and above for Stage 1)

Onsite inspection functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and sub section of less than **70%** will be eliminated from further evaluation.

No.	Criteria	Points allocation	Weight								
1	Control Room <ul style="list-style-type: none"> • Handheld Two way Radios • Effective Patrol system • Security Registers (e.g., OB / Firearms/ Access Control/ etc. • Control Room Physical structure (no windows, aircon, access control) • Landline Phones • Panic system linked to Armed Response • Functional CCTV System 	<table border="1"> <tr> <td>No Control Room</td> <td>0 points</td> </tr> <tr> <td>50% of requirements met</td> <td>5 points</td> </tr> <tr> <td>70% of requirements met</td> <td>7 points</td> </tr> <tr> <td>100% of requirements met</td> <td>10 pints</td> </tr> </table>	No Control Room	0 points	50% of requirements met	5 points	70% of requirements met	7 points	100% of requirements met	10 pints	30%
No Control Room	0 points										
50% of requirements met	5 points										
70% of requirements met	7 points										
100% of requirements met	10 pints										
2	Vehicles <ul style="list-style-type: none"> • Vehicles registered in company name • Vehicle fully equipped and branded • At least 2 Vehicles for inspection 	<table border="1"> <tr> <td>No Vehicles belonging to company</td> <td>0 points</td> </tr> <tr> <td>50% of requirements met</td> <td>5 points</td> </tr> <tr> <td>70% of requirements met</td> <td>7 points</td> </tr> <tr> <td>100% of requirements met</td> <td>10 pints</td> </tr> </table>	No Vehicles belonging to company	0 points	50% of requirements met	5 points	70% of requirements met	7 points	100% of requirements met	10 pints	20%
No Vehicles belonging to company	0 points										
50% of requirements met	5 points										
70% of requirements met	7 points										
100% of requirements met	10 pints										

3	Uniform and Equipment <ul style="list-style-type: none"> • Branded Security Officers Uniform • PPE (Batons, handcuffs, pepper spray, handheld metal detectors, whistles and torches) 	No Company Uniform to demonstrate	0 points	20%
		50% of requirements met	5 points	
		70% of requirements met	7 points	
		100% of requirements met	10 points	
4	Armory <ul style="list-style-type: none"> • Armory is SAPS approved • 20 available firearms with licenses 	No SAPS approved Armory	0 points	20%
		100% of requirements met	10 points	
5	Administrative capacity <ul style="list-style-type: none"> • HR System (Rostering System and staff payment dates) (5%) • Visitor Management Systems (5%) 	No HR system	0 points	10%
		Fully functional HR System	10 points	
		No demonstrable Visitor Management system	0 points	
		Effective Visitor Management system	10 points	
TOTAL		100%		

Stage 3: Presentation

CSIR reserves the right to invite shortlisted Service Providers to do a presentation to clarify any of the information above.