**RFP 04/2022A: APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION OF ARMED GUARDING SECURITY, CLOSE PROTECTION AND TACTICAL RESPONSE SERVICES**

**aNNEXURE A1: Bidder TECHNICAL Compliance Checklist**

**BIDDERS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Example of how to complete the compliance checklist:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section**  **No.** | **Technical Criteria** | **Compliant** | **Partially Compliant** | **Non -Compliant** | **Reference page in Proposal** | **Comments** |
| 8.3.1 | Summary of the bidder’s experience in implementation | **EXAMPLE** |  |  | Pg. |  |
| 8.3.2 | Detailed approach on how the project will be executed |  |  |  | Pg. | Bidder to state reason for partial compliance |
| 8.3.3 | Provide a 1-2 page resume and certificates of each resource |  |  |  | Pg. | Bidder to state reason for non-compliance |

**Please refer to section 9 of the RFP document to complete this form. The form must be submitted in File 1, Exhibit 2**

| **No.** | **Technical Evaluation Criterion** | **Compliant** | **Partially Compliant** | **Non-Compliant** | **Reference page in Proposal** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Client Organisations** |  |  |  |  |  |
| 1.1 | The Bidder must provide three (3) reference letters from business organisations (entities) that have used the Bidder to provide Armed Guarding, Close Protection and Tactical Response Security Service in the past three (3) years.   Each reference must include the following information: • Client name and industry; • The contact person, phone number and company business address; • Contract period;  • The value of the contract per year; • State the number of personnel who were deployed to deliver the Services; and • Brief description of the project scope.  SARS reserves the right to validate the above information with the individual client organisations. |  |  |  |  |  |
| **2** | **Infrastructure and Capability** |  |  |  |  |  |
| 2.1 | The Bidder must demonstrate that it has a presence in each of the region(s) it intends to deliver the Services in.  Bidder must submit a utility bill in the Bidders name and/or subcontractor's or a rental agreement for the leasing of the Bidder and/or subcontractor’s office in the region tendered for. |  |  |  |  |  |
| 2.2 | The Bidder must submit a list indicating the number of Armed Security Officers, registered under their name and/or the subcontractor’s name at PSIRA, that are available for delivery of the Services in each of the region(s) the Bidder is bidding for. |  |  |  |  |  |
| 2.3 | The Bidder must submit a list indicating the number of Close Protectors, registered under the Bidder and/or the subcontractor’s name at PSIRA, that are available for delivery of the Services in each of the region(s) the Bidder intends to deliver the Services. |  |  |  |  |  |
| 2.4 | The Bidder must submit a list indicating the number of Tactical Response Officers, registered under the Bidder and/or the subcontractor’s name at PSIRA, that are available for delivery of the Services in each of the region(s) the Bidder intends to deliver the Services. |  |  |  |  |  |
| 2.5 | The Bidder must submit a list of armed guarding vehicles belonging to them and/or their subcontractor(s) available for the execution of the Services in each of the region(s) the Bidder is bidding for. |  |  |  |  |  |
| 2.6 | The Bidder must submit a list of Tactical Response vehicles belonging to them and/or their subcontractor(s) available for the delivery of the Services in each of the region(s) the Bidder is bidding for. |  |  |  |  |  |
| 2.7 | The Bidder must submit a list of Close Protection vehicles belonging to them and/or their subcontractor(s) available for the delivery of the Services in each of the region(s) the Bidder is bidding for. |  |  |  |  |  |
| 2.8 | The Bidder must indicate that it has a control room in each of the region(s) it intends to deliver the Services.   Bidder to submit detailed information and proof of pictures demonstrating the capability (systems, personnel manning the control room, procedures) of the control room in the region biding for. |  |  |  |  |  |
| 2.10 | The Bidder must provide a detailed plan that indicates how they will respond to SARS Sites, events and personnel within fifteen (15) minutes after an alarm has triggered, or if there is a Security Incident or Emergency. |  |  |  |  |  |
| 2.11 | The Bidder must submit a document detailing the process of tracking, tracing and communication between the Bidder’s control room and its Tactical Response and Close Protection vehicles, as well as an example of a tracking report. |  |  |  |  |  |
| 2.12 | The Bidder must submit proof that they are able to source trained patrol dogs and security dog handlers. (Proof: Agreement letter from patrol dog suppliers or submit proof of accreditation as a Security Dog Supplier). |  |  |  |  |  |
| **3** | **Services’ Offering** |  |  |  |  |  |
| 3.1 | The Bidder must submit a service delivery methodology that defines in detail how the Bidder will: - Deploy armed security guards in various sites (i.e. state warehouses, ports of entry, etc) - Effectively respond to emergencies  - Investigate and report security breaches and Incidents, including the recommending of solutions  - Provide Close protection and Tactical response officers as and when required by SARS |  |  |  |  |  |
| 3.2 | The Bidder should submit samples of daily, weekly and monthly reports outlining occurrences, security breaches, safety emergencies, Incidents and Emergencies per Site or event. |  |  |  |  |  |
| 3.2 | The Bidder must submit a detailed proposal and specifications for a mobile CCTV and alarm system that will be deployed at SARS Sites and events. |  |  |  |  |  |
| 3.3 | The Bidder must submit a plan detailing how it will respond to an emergency request for Tactical response to SARS. |  |  |  |  |  |
| 3.4 | The Bidder must provide a detailed process flow on how a site risk assessment is conducted. Format to include, but not limited to, the purpose, background, process followed, facility appreciation, findings which includes crime statistics for an area, conclusion and recommendations. Bidders must also provide one (1) sample of a risk assessment report for a site. |  |  |  |  |  |
| 3.5 | The Bidder must submit a document detailing the process to demonstrate that Armed, Close Protection and Tactical Response Security Officers undergo medical and psychological assessments, as well as physical fitness examinations, annually. Bidders must also provide one (1) sample report for medical and psychological, as well as physical fitness examination. |  |  |  |  |  |
| 3.6 | The Bidder must submit a documented procedure containing information on how they acquire, issue and re-issue uniforms to its Security personnel. |  |  |  |  |  |
| 3.7 | The Bidder must submit its procedures pertaining to the issuing and re-issuing of Personnel Protection Equipment (PPE), including but not limited to bullet resistant jackets and firearm holsters. |  |  |  |  |  |
| 3.8 | The Bidder must submit proof of accreditation of their own shooting range or a Memorandum of Understanding or contract, which indicates that the Bidder has access to a certified shooting range approved in line with SABS and the Firearms Control Act, 2000 (Act No. 60 of 2000). |  |  |  |  |  |
| 3.9 | The Bidder must submit an approved training plan and/or procedure to qualify and re-qualify its Armed, Close Protection and Tactical Response Security Officers, as well as list of accredited training centres in terms of the Firearms Control Act, 2000 (Act No. 60 of 2000) utilized for the training. |  |  |  |  |  |
| 3.10 | The Bidder must detail its disciplinary procedures (disciplinary, appeal and dismissal processes) to address unacceptable behaviour of its Security Officers. |  |  |  |  |  |
| 3.11 | The Bidder must submit a management structure to support the Services provided to SARS. The structure should include Inter-alia- - Key contact person or Contract manager - Supervisors day and night shift - Managers day and night shift - Senior Executive overseeing the services |  |  |  |  |  |
| 3.12 | The Bidder must provide a list of registered firearms, with registration numbers currently available at their disposal that will be used in the region bidding for. |  |  |  |  |  |