

**SUDAN**

**CONTRACTED SECURITY TENDER CHECKLIST BASED ON HUMAN RESOURCE & TECHNICAL ANALYSIS**

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| **Serial No.** | **Requirements** | **Yes** | **No** | **Comment** |
| 1 | **Human Resource Department (Employee Registry)*****Each section score is 3%*** |  *Cumulative Score of 21%* |
| 1. Filing – Do files provide standards denoting minimum requirements such as age – 18 years or above, basic education, etc.?
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| 1. Are there proofs of background checks – staff check, application Forms, referees, previous employers
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| 1. Are criminal records checked - Good Conduct Certificate, Police check, etc.
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| 1. Proof of Interview participation by Senior Management – General Manager, Hiring Manager (Refer to filed interview Forms)
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| 1. Does the company have Health Insurance for its staff?
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| 1. Is there a mutual agreement warranting guards to work on 12hr shift?
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|  | 1. Does the company pay Salaries to its guards on time? If there are any delays, are these delays explained to the guards?
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| 2 | **Stores Department** ***Each section scores 3%*** | Cumulative Score of 9% |
| 1. Are guards issued with uniforms – 1 pair of boots/office shoes, 2 shirts, 2 trousers, 1 raincoat, etc.?
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| 1. Are records available to attest uniform issuing (Refer to Issuing / Kitting file)
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| 1. Is there available Uniform stock for replacements?
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| 3 | **Operations Department*****Each point scores 4%*** | Cumulative Score of 52% |
| 1. **Security ControlRoom**

*Cumulative score of 36%* |  |  |  |
| 1. Is the Control Room under strict access control?
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| 1. Is it manned for 24hrs? (No. of Persons)
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| 1. Is the control room fully computerized
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| 1. Does it have a provision for adequate phone lines (How Many)?
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|  | 1. Is it equipped with adequate/serviceable radio communication?
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| 1. Does it have a dedicated Inter Police Channel?
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| 1. Evaluate the level of the Security Control Room coordination on the firm’s operations
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| 1. Are generators installed as power backup?
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| 1. Is the Control Room involved in supplementing field supervision – GPRS tracking
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| 1. **Supervision**

*Cumulative score of 16%* |  |  |  |
| 1. Are there checklists/logs denoting physical Field Supervision in relation to guards and assignments visited
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| 1. Is there the presence of Supervision gadgets – Portable Data Collection Devices, Manual Log books, etc.?
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| 1. Are there copies of Incident Reports generated by visiting Supervisors?
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| 1. Are there copies of Duty Rosters?
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| 4 | **Training Department*****Each question scores 2%*** | Cumulative Score of 18% |
| 1. Is there an established Training Centre?
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| 1. Does it have adequate Training Facilities – classrooms, desks, etc.?
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| 1. Does the Centre have dedicated Trainers?
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| 1. Is the Training Program/lessons tailored for various positions – Supervisor, Guards?
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| 1. Does the training cover safety lessons – Firefighting, First Aid?
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| 1. Are candidates evaluated – Midcourse and Final exam?
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| 1. Are there proof records of Refresher and Recertification Training for the existing guard force?
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| 1. Is there a Training program tailored for INGO clients?
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| 1. Does the Basic training cover all lessons relevant to the general security, threat risks including terrorism, criminology
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