A close up of a logo

Description automatically generated

**SUDAN**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.? |  |  |  |
| 1. Are there proofs of background checks – staff check, application Forms, referees, previous employers |  |  |  |
| 1. Are criminal records checked - Good Conduct Certificate, Police check, etc. |  |  |  |
| 1. Proof of Interview participation by Senior Management – General Manager, Hiring Manager (Refer to filed interview Forms) |  |  |  |
| 1. Does the company have Health Insurance for its staff? |  |  |  |
| 1. Is there a mutual agreement warranting guards to work on 12hr shift? |  |  |  |
|  | 1. Does the company pay Salaries to its guards on time? If there are any delays, are these delays explained to the guards? |  |  |  |
| 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.? |  |  |  |
| 1. Are records available to attest uniform issuing (Refer to Issuing / Kitting file) |  |  |  |
| 1. Is there available Uniform stock for replacements? |  |  |  |
| 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? |  |  |  |
| 1. Is it manned for 24hrs? (No. of Persons) |  |  |  |
| 1. Is the control room fully computerized |  |  |  |
| 1. Does it have a provision for adequate phone lines (How Many)? |  |  |  |
|  | 1. Is it equipped with adequate/serviceable radio communication? |  |  |  |
| 1. Does it have a dedicated Inter Police Channel? |  |  |  |
| 1. Evaluate the level of the Security Control Room coordination on the firm’s operations |  |  |  |
| 1. Are generators installed as power backup? |  |  |  |
| 1. Is the Control Room involved in supplementing field supervision – GPRS tracking |  |  |  |
| 1. **Supervision**   *Cumulative score of 16%* |  |  |  |
| 1. Are there checklists/logs denoting physical Field Supervision in relation to guards and assignments visited |  |  |  |
| 1. Is there the presence of Supervision gadgets – Portable Data Collection Devices, Manual Log books, etc.? |  |  |  |
| 1. Are there copies of Incident Reports generated by visiting Supervisors? |  |  |  |
| 1. Are there copies of Duty Rosters? |  |  |  |
| 4 | **Training Department**  ***Each question scores 2%*** | Cumulative Score of 18% | | |
| 1. Is there an established Training Centre? |  |  |  |
| 1. Does it have adequate Training Facilities – classrooms, desks, etc.? |  |  |  |
| 1. Does the Centre have dedicated Trainers? |  |  |  |
| 1. Is the Training Program/lessons tailored for various positions – Supervisor, Guards? |  |  |  |
| 1. Does the training cover safety lessons – Firefighting, First Aid? |  |  |  |
| 1. Are candidates evaluated – Midcourse and Final exam? |  |  |  |
| 1. Are there proof records of Refresher and Recertification Training for the existing guard force? |  |  |  |
| 1. Is there a Training program tailored for INGO clients? |  |  |  |
| 1. Does the Basic training cover all lessons relevant to the general security, threat risks including terrorism, criminology |  |  |  |