

Chief-Directorate: Risk Management

**CONTROL OF SECURITY AND SPECIAL
SERVICES**

PAYMENT MANUAL

Validity period: Duration of contract

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SECTION A: DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (DOJ & CD, OCJ AND NPA)

A 1 MONTHLY MEETING WITH SERVICE PROVIDER BY OFFICE MANAGER

1. A monthly meeting **must** be held between the Departmental Representative and a representative of the Service Provider to address problems and / or shortcomings of the security service rendered.
2. This meeting as indicated in paragraph 1 ***supra*** must take place during the first week after the month in which the service was rendered.
3. All relevant information of the services rendered and the equipment that needs to be on site must be supplied to the Departmental Representative by DOJ & CD National Office and NPA, respectively.

A 2 CONTROL SHEET AND PROCEDURES FOR THE CERTIFICATION FOR THE SERVICES RENDERED

1. A new CONTROL SHEET has been compiled and **must** be completed by the Departmental Representative.
2. The Service Provider must supply the office (site) with the Control Sheet. All services to be rendered at the site must clearly be indicated on the Control Sheet.
3. The Departmental Representative must ensure that the service has been rendered satisfactorily. If so, the Departmental Representative must sign the Control Sheet and stamp the document with the official date stamp of the respective office.
4. If the service has not been rendered satisfactorily, delete the Departmental Financial Instruction 8.2.7. All problems and shortcomings must be indicated clearly on the control sheet. If the space provided is not sufficient, please attach an annexure.
5. The Departmental Representative will hand the original Control Sheet to the representative of the Service Provider and make a copy for their respective file.

6. It is the responsibility of the Service Provider to send the original Control Sheet to DOJ & CD National Office and NPA, respectively. This **must** be done within the first week after the month in which the service was rendered.
7. If no agreement on the certifying of the Control Sheet can be reached the Office Manager must inform DOJ & CD National Office and NPA, respectively. DOJ & CD National Office and NPA, respectively must within the second week visit the office to resolve the completion of the Control Sheet.
8. The Service Provider must supply the principal receiving a Special Service with the Control Sheet for either Static guards and or Close protection service. All services to be rendered to the principal must clearly be indicated on the respective Control Sheet(s).
9. **NOTE: The service provider will not supply the office and or principal with an invoice.**

A 3 CONSOLIDATION OF INVOICES AND CONTROL SHEETS OF ALL SITES BY DOJ & CD, OCJ AND NPA

1. After receipt of the original invoice and control sheets of all offices DOJ & CD National Office and NPA, respectively must consolidate all Control Sheets and certify the invoice. All control sheets must be attached to the invoice for payment.
2. Payment will be monitored continuously by DOJ & CD National Office and NPA, respectively.

A 3.1 INTERACTION AND RE-CONSOLIDATION OF INVOICE WITH THE SERVICE PROVIDER, IF REQUIRED

1. If any of the services has not been rendered satisfactorily DOJ & CD National Office and NPA, respectively will consult in writing with the Service Provider for a pro-rata invoice. The monetary value of the under delivery of services will be determined and revised monthly, if necessary.
2. After receipt of the pro-rata invoice DOJ & CD National Office and NPA, respectively must certify the invoice. All control sheets must be attached to the invoice for payment.

3. Payment will be monitored continuously by DOJ & CD National Office and NPA, respectively.

4. This **must** be done within the second to third week after the month in which the service was rendered.

A 4 PAYMENT AND FOLLOW UP

1. After the certifying of the original invoice or pro-rata invoice it must be forwarded to the of DOJ & CD National Office and NPA, respectively for payment.
2. Payment will be monitored continuously by DOJ & CD National Office and NPA, respectively.
3. According to the Departmental Financial Instruction **payment must be finalized within 30 days after receipt of the original invoice or pro-rata invoice, provided that no irregularities are encountered** (Paragraph 8.2.2).

SECTION B: THE SERVICE PROVIDER

B 1 MONTHLY MEETING WITH SERVICE PROVIDER BY OFFICE MANAGER

1. A monthly meeting **must** be held between the Operations Manager and respective Office Manager of DOJ & CD, OCJ and NPA, respectively to address problems and/or shortcomings of the security service rendered.
2. This meeting must take place during the first week after the month in which the service was rendered.

B 2 CONTROL SHEET AND PROCEDURES FOR THE CERTIFICATION FOR THE SERVICES RENDERED

1. The Service Provider will supply an original Control Sheet to each site during the last week of the month in which the service are provided to ensure timeously meetings.

2. The Service Provider must supply DOJ & CD National Office and NPA, respectively "The Site" with the Control Sheet. All services to be rendered at the site must be clearly indicated on the Control Sheet.
3. The respective Office Managers of DOJ & CD, OCJ and NPA, respectively must certify that all services have been rendered satisfactorily. The Control Sheet must be signed and stamped with the official date stamp of the respective office.
4. If the service has not been rendered satisfactorily, the Office Managers of DOJ & CD, OCJ and NPA will delete the Departmental Financial Instruction 8.2.7. and indicate in writing all shortcomings or under deliveries on the Control Sheet.
5. The Office Manager of DOJ & CD, OCJ and NPA respectively must hand the original Control Sheet to the Service Provider and make a copy for record purposes.
6. It is the responsibility of the Operations Manager of the Service Provider to forward the original Control Sheet to the Service Provider.
7. This **must** be done within the first week after the month in which the service was rendered.
8. If no agreement on the certifying of the Control Sheet can be reached by the two parties the Operations Manager must inform the Service Provider. Within the second week the Service Provider together with DOJ & CD, OCJ and NPA, respectively must visit the office(s) to resolve the completion of the Control Sheet(s).
9. The Service Provider must supply the principal receiving a Special Service with the Control Sheet for either Static guards and or Close protection service. All services to be rendered to the principal must clearly be indicated on the respective Control Sheet(s).
10. **NOTE: The service provider will not supply the office and or principal with an invoice.**

B 3 CONSOLIDATION OF INVOICES AND CONTROL SHEETS OF ALL SITES BY THE SERVICE PROVIDER

1. After receipt of the Control Sheets the Service Provider will consolidate **all** Control Sheets and generate a consolidated invoice. All control sheets must be attached to the invoice and be forwarded DOJ & CD National Office and NPA, respectively for payment.

B 3.1 INTERACTION AND RE-CONSOLIDATION OF INVOICE WITH THE SERVICE PROVIDER, IF REQUIRED

1. If any of the services has not been rendered satisfactorily DOJ & CD National Office and NPA, respectively will consult in writing with the Service Provider for a pro-rata invoice. The monetary value of the under delivery of services will be determined and revised monthly, if necessary.
2. After receipt of the pro-rata invoice DOJ & CD National Office and NPA must certify the invoice for payment.
3. This **must** be done within the second to third week after the month in which the service was rendered.

B 4 PAYMENT AND FOLLOW UP

1. According to the Departmental Financial Instruction **payment must be finalized within 30 days after receipt of the original invoice or pro-rata invoice, provided that no irregularities are encountered.**

CONTROL SHEET

NAME OF SERVICE PROVIDER: SERVICE PROVIDER
PERIOD: 1 APRIL 2015 TO 30 APRIL 2015

BID NO.: RFB2016 ____

ITEM NO: 1.1.1 MAGISTRATE'S OFFICE, EXAMPLE

SERVICE: GUARDING SERVICE

Day: 06:00 TO 18:00 MONDAY TO FRIDAY

1 X Security Officers- Grade C Armed

YES / NO

2 X Security Officer- Grade D

YES / NO

Day: 06:00 TO 18:00 SATURDAY TO SUNDAY (and Public Holidays)

1 X Security Officers- Grade C Armed

YES / NO

1 X Security Officer- Grade D

YES / NO

Night: 18:00 TO 06:00 MONDAY TO SUNDAY

1 X Security Officers- Grade C Armed

YES / NO

1 X Security Officer- Grade D

YES / NO

EQUIPMENT (in working condition)

1 X Manual OB

YES / NO

1 X Base Radio

YES / NO

3 X Hand Held Radio's

YES / NO

3 X Hand Held Metal detector

YES / NO

1 X Fire-arms (06:00 to 18:00)

YES / NO

1 X Fire-arms (18:00 to 06:00)

YES / NO

3 X Fire-arm permits

YES / NO

2 X Flashlights

YES / NO

1 x Clock system

YES / NO

3 X Batons

YES / NO

3 X Handcuffs

YES / NO

7 X Uniforms

YES / NO

7 X Company Identity Card(s)

YES / NO

7 X SIRA Card(s)

YES / NO

If any of the above is **No**, please explain:

If the service has not been delivered satisfactorily, please explain:

If the service has been rendered satisfactorily please complete the following or scratch the under mentioned paragraph:

CERTIFICATE/ DEPARTMENTAL FINANCIAL INSTRUCTION 8.2.7

The services was rendered satisfactorily YES / NO (If no please scratch the paragraph hereunder)-

That the services rendered were necessary for official purposes and were satisfactorily carried out, and that the charges are according to the relative tariff, contract, or agreement, or otherwise fair and reasonable and that the supplier is entitled to payment.

SIGNATURE

Official date stamp of the Department/Office

Any enquiries regarding the above please contact Messrs A Marais, C J Myburg and Ms. N Peter of the department at Tel: (012) 357 8780, (012) 315 1818 and (012) 315 1455

CONTROL SHEET (STATIC PROTECTION)

NAME OF SERVICE PROVIDER:	SERVICE PROVIDER	BID NO.: RFB 2016 __
PERIOD:	1 APRIL 2015 TO 30 APRIL 2015	

CLIENT: _____

SERVICE: SPECIAL SERVICES (STATIC PROTECTION)

06:00 TO 18:00 MONDAY TO SUNDAY
 2 X Security Officers- Grade C Armed
 18:00 TO 06:00 MONDAY TO SUNDAY
 2 X Security Officers- Grade C Armed

EQUIPMENT (in working condition)

- 1 X Guard House
- 1 x Toilet
- 2 X Pocket books
- 2 X Hand Held Radio's
- 2 X Fire-arms including Holsters (06:00 to 18:00)
- 2 X Fire-arms including Holsters (18:00 to 06:00)
- 2 X Fire-arm permits
- 2 X Flashlights
- 2 X Batons
- 2 X Handcuffs
- 2 X Uniforms
- 2 X Company Identity cards
- 2 X PSIRA cards

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

Official date stamp of the Department/Office

If any of the above is **No**, please explain:

If the service has not been delivered satisfactorily, please explain:

If the service has been rendered satisfactorily please complete the following or scratch the under mentioned paragraph:

CERTIFICATE: DEPARTMENTAL FINANCIAL INSTRUCTION 8.2.7

The services was rendered satisfactorily YES / NO (If no please scratch the paragraph hereunder)-

That the services rendered were necessary for official purposes and were satisfactorily carried out, and that the charges are according to the relative tariff, contract, or agreement, or otherwise fair and reasonable and that the supplier is entitled to payment.

SIGNATURE (Office Manager)

DATE

SIGNATURE (DOJ & CD PSM / NPA SRM)

DATE

CONTROL SHEET (CLOSE PROTECTION)

NAME OF SERVICE PROVIDER:	SERVICE PROVIDER	BID NO.: RFB 2016 __
PERIOD:	1 APRIL 2015 TO 30 APRIL 2015	

CLIENT: _____

SERVICE: SPECIAL SERVICES (**CLOSE PROTECTION**)

12 Hour shift MONDAY TO FRIDAY
 2 X Security Officers- Grade C Armed
 12 Hour shift SATURDAY TO SUNDAY (*if applicable*)
 2 X Security Officers- Grade C Armed

EQUIPMENT (in working condition)

2 X Pocket books
 2 X Hand Held Radio's
 2 X Fire-arms including Holsters (12 Hour shift)
 2 X Fire-arm permits
 2 X Company Identity cards
 2 X PSIRA cards
 2 X Drivers licences
 1 X Roadworthy (licenced) vehicle (2.0Lt)
 1 X Logbook / Total Kilometres (Official duties only)

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

YES / NO

.....

**Official date stamp of the
Department/Office**

(Attach copy of logbook)

If any of the above is **No**, please explain:

If the service has not been delivered satisfactorily, please explain:

If the service has been rendered satisfactorily please complete the following or scratch the under mentioned paragraph:

CERTIFICATE: DEPARTMENTAL FINANCIAL INSTRUCTION 8.2.7

The services was rendered satisfactorily YES / NO (If no please scratch the paragraph hereunder)-

That the services rendered were necessary for official purposes and were satisfactorily carried out, and that the charges are according to the relative tariff, contract, or agreement, or otherwise fair and reasonable and that the supplier is entitled to payment.

SIGNATURE (Office Manager)

DATE

SIGNATURE (DOJ & CD PSM / NPA SRM)

DATE