

ANNEXURE A

SUPPORTING DOCUMENTATION NEEDED TO FACILITATE THE PAYMENT OF SECURITY SERVICES RENDERED

The school must provide the WCED: Education Safety Management office with the following documentation for the processing of the payment for security services rendered:

- **Three original quotations** from security companies invited to tender.
The following information must appear on the quotations:
 - Company VAT registration number
 - Company registration number
 - PSIRA registration
 - The company name and contact details
 - Details of the service that would be rendered/ Specifications of service to be rendered

- A **pro forma invoice** of the company chosen to render the service. The following information must appear on the invoice:
 - Invoice number
 - Date
 - Signature

- **Financial agreement** (between school and WCED: Education Safety Management) signed by the principal, SGB chairperson and school safety officer. The official school stamp must appear on the financial agreement.

- **Covering letter** on the school letterhead, explaining the need for the service, stamped with the school stamp and signed by the principal or the school safety officer.

- **Business plan** indicating the company selection, date of service, target audience, invoice date and number, responsible person and budget.

- An **armed response company report** containing:
 - copy of site investigation following its response to the triggered alarm at your school
 - a monitoring report of your school for at least the last 30 days

NB. Please note that payments will only be processed on receipt of **ALL** the documentation mentioned above.