

## 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.