



SCM /Tender Ref #:	DPME 06 2023/2024
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Request for proposals for:

To design, supply, delivery, installation, configuration, training and maintenance of the new integrated security system (access control system & software, cameras, access card readers, card printer, access cards, double waist height turnstiles, paraplegic gates, webcam, boom gates, licenses, cabling and 6 months backup storage), Public Address system for emergency announcements with speakers for the entire building.

Bid closing date and time as well as the date and time of briefing session (if any) are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted.

Bidders must provide one original and 5 (five) copies of proposals submitted.

Only 1 (one) original price proposal and SBDs are required.

Estimated project start date:	Expected project duration (Months)
February 2024	4 Month

1. BID INFORMATION

Information and guidelines on the format and delivery of bids are contained in the attached bid documents. Please take note of the closing date and date of compulsory briefing session (if any).

2. PROPOSAL FORMAT

A detailed proposal in response to this ToR must be submitted. The proposal should contain all the information required to evaluate the bid against the requirements stipulated in this term of reference. The following must be attached to the proposal as annexures:

- **Annexure B:** Summary of past experience (Must use attached template).
- **Annexure B1:** Pricing information. Price proposals must include VAT and should be fully inclusive to deliver the all outputs indicated in the terms of reference (Must use attached Excel template).
- **Annexure C: Part 1B Mandatory table**
- The published terms of reference (this document, including Annexure A to this document).
- All other forms / certificates required (see bid documents).

3. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended and attach the compulsory briefing session certificate (if specified above) will be considered. Bids must be valid for a minimum period of **120 days** after the closing date. The building plans will be provided to service providers during the briefing session.

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1. BACKGROUND

Annexure A contains a detailed description of the requirements for this project, including:

- Background / Context
- Purpose
- Objectives and scope of project
- Deliverables and time frames

2. EXPERIENCE / SKILLS / PAST PERFORMANCE / TEAM REQUIRED

The attached spreadsheet must be used to summarise qualifications, skills and past experience and to cost the proposal.

2.1. Company composition

2.1.1. Qualifications and Experience required

Bidders will be required to provide relevant qualifications and demonstrate adequate experience through the number of security SYSTEMS projects/assignments undertaken. The attached template must be used to summarise experience and the proposal must contain details about projects worked on including roles, cost and duration as well as names and contact persons at contracting party.

2.1.2 Bidder must attach all documentation required. Failure to do so will lead to disqualification.

Roles*	Qualifications	Experience
Project Manager	<ul style="list-style-type: none"> • Certificate in Electronic/ Electrical Engineering (Must attach certified proof) • Certificate in Project Management (Must attach certified proof) • Certificate of training installation of equipment from the Supplier, OEM: Original Equipment Manufacturer (must attach valid certified proof) 	Minimum: 5 years' related experience in implementing and managing similar projects (must attach proof)

Company	<ul style="list-style-type: none"> Minimum: Valid company PSIRA and SAIDSA Certificate (must attach valid PSIRA letter of Good standing) 	<p>Minimum: 5 years' related experience in implementing and managing similar projects.</p> <p>* To support this, service providers must submit reference letters (on the letter-head of the company, and signed by management of the client) as proof that they have successfully performed/ executed, or that they have been providing similar services.</p> <p>Project scope of work (provide access control systems, supply, installation, repair and maintenance and support.</p> <p>The company must submit at least a minimum of 3 contactable references.</p> <p>The reference letters must include <u>contactable details</u> for verification purposes and a duration of contract specified in terms of start and end dates (DD/MM/YYYY)</p>
Team Members/Technicians		<p>Minimum: 3 years' related experience in installation, configuration and maintenance of integrated access control system (must Attach a detailed CV as proof)</p>
Detailed Project Plan		<p>The service provider must provide a detailed proposal on how to carry out the project with clear deliverables and timelines</p>
Bank rating:		<p>The bidder must submit an original valid bank rating or a certified copy of a letter from a Financial Service Provider (FSP) and national Credit Regulator, stamped and signed by the institution which is not older than six months as at the closing of the tender. (Must attach proof)</p>

2.2. COMPANY REQUIREMENTS

The following **must be** submitted **(MANDATORY): Failure to provide the following documents will lead to disqualification.**

- 2.2.1. The company directors must submit certified South African Identity Documents (IDs).
- 2.2.2. The service provider must attach valid **PSIRA** certificate for the company.
- 2.2.3. The service provider must attach valid South African Intruder Detection Services Association certificate (SAIDSA).
- 2.2.4. The service provider must provide a detailed proposal on how to carry out the project with clear deliverables and timelines (as per TOR).
- 2.2.5. The company must have public liability Insurance **(must attach valid certificate).**

- 2.2.6. To determine the financial capacity of the service provider a bank rating is required from a Financial Service Provider (FSP) and national Credit Regulator, stamped, must be valid for 6 months and signed by the institution **(must attach valid bank proof)**.
- 2.2.7. Team members/technicians must be South African citizens.

2.3. SCOPE OF WORK AND BILL OF QUANTITIES FOR THE INTERGRATED SECURITY SOLUTIONS:

2.3.1. The Service provider must complete the table from 2.3.1.1 to 2.3.1.14 by ticking, Comply and do not Comply, failure to tick/complete so will lead to disqualification

2.3.1.1 ACCESS CONTROL			
2.3.1.2 Software	Comply	Do not comply	Comments
a) Supply, deliver, install and configure an IP-based access control system.			
b) The access control system must enable multiple secure user accounts to operate the system. The system must allow for different levels of access to the system, i.e. Administrator, power user, normal user, etc.			
c) The access control system must be able to enrol and deactivate officials as well as visitors.			
d) The system must have features that allows for future expansion to accommodate multiple sites throughout the country.			
e) The system must make provision for emergency opening of swing gates, access control gates including boom gate.			
f. Continuously maintenance upholds and maximizes the value of the software investment. Maintenance and support for a period of two (2) years for the above-mentioned products after the first 12 months of warranty expires, include the following: g. Product updates. Optimal product performance, adaptability, and compatibility with unlimited Product Updates that is available immediately upon release from the OEM. h. Version upgrades. Smarter features and advanced technology delivering product functionality in every new release. i. Support and learning. Rapid response and resolution. 24/7/365 Telephonic Technical Support as standard, with numerous self- help and learning resources.			
2.3.1.3 System data	Comply	Do not comply	Comments
a) The system must keep all records for a period of at least three (3) years. This must include deactivations as well.			
2.3.1.4 System reporting	Comply	Do not comply	Comments

<p>a) Reporting from the access control system as well as automation of reports, such as listed below, but not limited to:</p> <p>b) Summary/management reports.</p> <p>c) Detailed reports that can be selected for different scenarios, such as, but not limited to, report for a specific user, for a specific timeframe/period, specific building, failed access attempts, etc.</p> <p>d) Automated daily, weekly and monthly reports to management (or selected staff).</p>			
<p>2.3.1.5 System security and continuity</p>	<p>Comply</p>	<p>Do not comply</p>	<p>Comments</p>
<p>a) The system must have audit logging capabilities to ensure all transacting on the system is recorded, i.e. access logs, security logs, password resets, etc.</p>			
<p>b) The audit logging capabilities must be protected, and only authorised accounts are able to access the audit logs.</p>			
<p>c) Sufficient storage capacity to enable audit logs to be stored for a minimum of one (1) year on separate storage.</p>			
<p>d) Maintenance and support should include the following:</p> <p>Product updates. Optimal product performance, adaptability, and compatibility with unlimited Product Updates that is available immediately upon release from the OEM.</p> <p>Version upgrades. Smarter features and advanced technology delivering product functionality in every new release.</p> <p>Support and learning. Rapid response and resolution. 24/7/365 Telephonic Technical Support as standard, with numerous self-help and learning resources.</p>			
<p>2.3.1.6 Cabling and networking</p>	<p>Comply</p>	<p>Do not comply</p>	<p>Comments</p>
<p>a) Supply, deliver, install and configure a dedicated communication system with Ethernet LAN for adjacent buildings</p>			
<p>b) All cabling must be protected from tampering by placing it in galvanised tubing.</p>			
<p>c) Cabling distances should be measured during the compulsory site meeting and the bidder shall ensure that the correct cabling is chosen to meet with the required distances. CAT6 (should not extend 100 meters) or optical fibre).</p>			
<p>2.3.1.7 Computer-related Hardware</p>	<p>Comply</p>	<p>Do not comply</p>	<p>Comments</p>
<p>a) Industrial-type equipment is required.</p>			
<p>b) Supply, deliver, install and configure access card readers for all identified access points.</p>			

c) The access cards, turnstiles, access control gates including booms gates must be integrated with the access control system.			
d) Any illegal access or activity must be sounded by an alarm to control room.			
e) The access control system must be connected to a UPS to sustain the system for a minimum period of 4 hours.			
f) Maintenance and support for the card printers must allow for resolution of issues within a day. If not possible, a temporary card printer must be made available immediately.			
g) Supply, deliver, install and configure of the sever of the access control.			
h) Take-on reader.			
2.3.1.8 Other physical security items/requirements	Comply	Do not comply	Comments
a) Supply, deliver, install and configure 2 waist height paraplegic gates with card readers.			
b) Supply, deliver, install and configure 2 double waist height turnstiles with card readers.			
c) Supply, deliver, install and configure boom gates (in and out) for basement.			

2.3.1.9 Access card readers					
One hundred and seventy-six (176) access card readers to be supplied, delivered, installed and configured as follows:					
2.3.1.9 FLOORS					
Area	Access Card Reader	Exit Push Button	Comply	Do not comply	Comments
a). SECOND FLOOR	18	18			
Controllers and switches	9 x controllers and 1 x 24 port switch				
Mag locks	18				
Break glasses	18				
12 V power supply	18				
Cabinet	1 x 9U				
Emergency switches					
b). FIRST FLOOR	60	58			
Controllers and switches	30 x controllers 1 x 48 ports switch 1 X 24 x ports switch				
Mag locks	60				
Break glasses	60				
12 V power supply	60				
Cabinet	1 x 9U				
Emergency switches	60				

The Service provider must complete the table by ticking, Comply and do not Comply, failure to do so will lead to disqualification.

			Comply	Do not comply	Comments
c). GROUND FLOOR					
	74	74			
Controllers and switches	37 x controllers and 2 x 48 port switches				
Mag locks	74				
Break glasses	74				
12 V power supply	74				
Cabinet	1 x 9U				
Emergency switches	74				
d). BASEMENT 1					
Card readers		Gooseneck	Comply	Do not comply	Comments
Boom gate (exit & entrance)	2	2			
Basement: (Lift lobby & store rooms)	8				
Maglock	1				
e). BASEMENT 2					
Basement: (Lift lobby & store rooms)			Comply	Do not comply	Comments
Maglock	1				
2.3.1.10. Access card system layout					
Web-camera for ID card	1	Clear web camera.			
ID/access card system with printer	1	Access card system must have capacity for 800 officials (personnel, contractors / consultants and interns. Access card shall have chip			

		<p>compatible to the card reader.</p> <p>Design access card template for (personnel, contractors / consultants and interns.</p> <p>Card printer with full identification (clear picture), Name, Surname, Persal number, laptop details.</p> <p>Access Control System must be able to generate reports and keep records for 24 months.</p> <p>Access Control System shall provide the ability to control multiple Access Points and Zones per site.</p>			
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		Access Control System shall provide the option to implement Anti-Pass back on single access points, or on user-defined groupings of access points, hereafter referred to as zones.			
Access PC	PC with all the software's and 24-inch monitor				

2.3.1.10. Boom gate					
Area	Quantity	Description	Comply	Do not comply	Comments
Main entrance and exit	2 1x controller to connect all gate readers. 4 x 12v power supply	<ul style="list-style-type: none"> Length: measurements will be done on site Signage to alert the users Diagnostic screens for easy maintenance LCD user interface for simple setup Smooth, intelligent speed - set the pace for raising and lowering (motor to be adjusted for the safety of the vehicle) Arm: Auto boom arm return function Sensor: Built-in sensor detect when boom arm hits an obstacle and return to open position Memory and non-memory barrier activation Full configuration of barrier operating parameters including 			

		<p>independent pole raise and lowering speed</p> <ul style="list-style-type: none"> • Estimated at 3 million open and close limit sensors. • Multiple operating profiles • Onboard multichannel CentSys code-hopping receiver with the ability to: <ul style="list-style-type: none"> ✓ Learn transmitter buttons to specific functions (e.g. Barrier Raise, Barrier Lower, etc.) ✓ Selectively delete specific transmitters that have been lost or stolen ✓ Automatically learn transmitters into the system (Autolearn) ✓ Automatically delete transmitters that are no longer in use (Delete-Not-Present) • Multichannel controller with integrated Chrono Guard timer technology (a world first) <p>Free-exit facility using an inductive loop detector or photocells.</p> <ul style="list-style-type: none"> • Remote boom pole status indicator (Pole Position, Power Failure, Low Battery, Multiple Collision Detection and Security Light Status indication). • Courtesy/Pillar Light Timer with adjustable duration 			
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		<ul style="list-style-type: none"> Fully configurable Pre-delays with Multi-modal Pre-flash. Safety/Closing Photocells input with beam functional test. Lock/Emergency Stop input. 			
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2.3.1.10 Ground floor						
Turnstiles				Comply	Do not comply	Comments
a) Zone 1: Reception	1	Double waist height	Must open with access card for entry and exit			
	1	Paraplegic gate	Access must be controlled by receptionist with button / remote control			
b) Zone 3: Reception	1	Double waist height	Must open with access card for entry and exit			
	1	Paraplegic gate	Access must be controlled by receptionist with button / remote control			

2.3.1.11 SECURITY SURVEILLANCE CAMERA SYSTEM					
a) Second floor			Comply	Do not comply	Comments
Type of camera	Quantity	Description			
4MP IR Fixed Dome	9	Full view resolution to detect movement in the office corridors			
b) First floor			Comply	Do not comply	Comments
4MP IR Fixed Dome	9	Full view resolution to detect movement in the office corridors			
c) Ground floor			Comply	Do not comply	Comments
4MP IR Fixed Dome	10	Full view resolution to detect movement in the office corridors			
d) Basement 1: Entrance & Exit			Comply	Do not comply	Comments

Fixed Bullet	2	Full view and registration identification for exit and entrance gate			
Parking area	10	Full view resolution to detect movement in the parking area			
e) Basement 2: Lift lobby & store rooms			Comply	Do not comply	Comments
Fixed Bullet	5	Full view resolution to detect movement in the parking area			
Lift lobby & store rooms	5	Full view resolution to detect movement in the parking area			
f) Outside perimeter			Comply	Do not comply	Comments
Fixed Bullet	8	Full view resolution to detect movement in the parking area			
Camera Switches	Ground Floor (Control Room)	1 x 48 port core switch			
	First Floor	1 x 24 port switches			
	Second floor	1 x 24 port switch			
NVR	2 x 64CH NVR's with storage				
Cabinet	1 x 19U				
Monitors	2 x 32 spot monitors				

2.3.1.12 PUBLIC ADDRESS SYSTEM (PA)				
PA system must be installed in the Control Room, Speakers on the floors must have clear sound.				
OBJECTS	QTY	Comply	Do not comply	Comments
Master controller	01			
Mic phones	01			
Amplifier	01			

		Comply	Do not comply	Comments
PA system must be installed in the Control Room, Speakers on the floors must have clear sound.				

24V Power Supply	01					
	QTY	QTY	QTY			
Floors	Zone 1	Zone 2	Zone 3			
Ground floor	3	3	3			
First floor	3	3	3			
Second floor	3	3	3			

BASEMENT (Horn speakers)					
			Comply	Do not comply	Comments
Basement 1	2		2	2	
Basement 2	2		2	2	

2.3.1.13 Support and maintenance	Comply	Do not comply	Comments
<p>a) The awarded service provider shall be required to sign a Service Level Agreement with the Department which will contain items such as the following but not limited to:</p> <ul style="list-style-type: none"> • Maintenance work on system to take place on a quarterly basis. • Call out when required with acceptable response times. • Replacement of items that are not repairable must be provided approval by the project manager. 			
2.3.1.14 Skills Transfer and Training	Comply	Do not comply	Comments
<p>a) Detailed training for operation of the installed security products (products include operating of security equipment, software and any other items that will be installed as part of this contract) to be provided to all security personnel for all above-mentioned systems and infrastructure.</p> <p>b) Training manuals and/or standard operating procedures for all the systems and infrastructure should be supplied.</p>			

5. COSTING METHODOLOGY

- 5.1 Provide fully inclusive quotation(pricing).
- 5.2 Cost must be VAT inclusive and quoted in South African Rand.
- 5.3 Costing should be aligned with the project activities/project phases.

5.4 Prices must include all services as per TOR.

Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this Terms of Reference. No variation in contract price will be permitted. Annexure B must be used to summarise costing.

6. EVALUATION OF BIDS

a. Administrative requirements

Annexures B **must** be completed using Microsoft Excel or compatible software. **Annexures completed by hand (in writing) will not be accepted and such bids will be regarded as administratively non-compliant.**

Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference.

b. Scoring of bids (functional criteria)

The following weighting and scoring system will be applied to the evaluation of all functional criteria:

Weight allocation	Scoring system
1 – Value adding requirement (minimum score of 2)	1 – Does not comply with the requirements
3 – Important requirement (minimum score of 6 or 9)	2 – Partial compliance with requirements
5 – Essential requirement / integral part of project (minimum score of 15)	3 – Full compliance with requirements
	4 – Exceeds requirements

Score per criteria: The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

$$\text{Overall Score (\%)} = \frac{\text{Sum of average scores for all criteria}}{\text{Sum of weights} \times 4} \times 100$$

c. Functional/ Mandatory evaluation Part 1A

Part 1A: Minimum functional requirements: Only bids that met all mandatory requirement for Part 1A and B. **Failure to provide/attach required documentation will lead to disqualification.**

Part 1A Mandatory /Functional Criteria		Comply	Do not Comply
1.	The company directors must be South African Citizens (certified copy of ID's to be attached).		
2.	The service provider must attach valid PSIRA certificate for the company.		
3.	The service provider must attach valid South African Intruder Detection Services Association (SAIDSA) certificate for the company		
4.	The company must have public liability insurance. (valid certificate to be attached).		
5.	Team members/technicians must be South African Citizens. (Certified Copy of ID's to be attached		

Part 1A Mandatory /Functional Criteria		Comply	Do not Comply
6.	The service provider must provide a presentable/detailed proposal on how to carry out the project with clear deliverables and timelines.		
7.	To determine the financial capacity of the service provider a bank rating is required from a Financial Service Provider (FSP) and national Credit Regulator, must be stamped and valid for 3 months and signed by the institution (must attach valid bank proof) .		

d. **Functional/ Mandatory evaluation Part 1B: Bill of Quantities**

2.3.1.2 ACCESS CONTROL			
2.3.1.2 Software	Comply	Do not comply	Comments
f) Supply, deliver, install and configure an IP-based access control system.			
g) The access control system must enable multiple secure user accounts to operate the system. The system must allow for different levels of access to the system, i.e. Administrator, power user, normal user, etc.			
h) The access control system must be able to enrol and deactivate officials as well as visitors.			
i) The system must have features that allows for future expansion to accommodate multiple sites throughout the country.			
j) The system must make provision for emergency opening of swing gates, access control gates including boom gate.			
f. Continuously maintenance upholds and maximizes the value of the software investment. Maintenance and support for a period of two (2) years for the above-mentioned products after the first 12 months of warranty expires, include the following: g. Product updates. Optimal product performance, adaptability, and compatibility with unlimited Product Updates that is available immediately upon release from the OEM. h. Version upgrades. Smarter features and advanced technology delivering product functionality in every new release. i. Support and learning. Rapid response and resolution. 24/7/365 Telephonic Technical Support as standard, with numerous self- help and learning resources.			
2.3.1.3 System data	Comply	Do not comply	Comments
b) The system must keep all records for a period of at least three (3) years. This must include deactivations as well.			
2.3.1.4 System reporting	Comply	Do not comply	Comments

e)	Reporting from the access control system as well as automation of reports, such as listed below, but not limited to:			
f)	Summary/management reports.			
g)	Detailed reports that can be selected for different scenarios, such as, but not limited to, report for a specific user, for a specific timeframe/period, specific building, failed access attempts, etc.			
h)	Automated daily, weekly and monthly reports to management (or selected staff).			
2.3.1.5 System security and continuity		Comply	Do not comply	Comments
e)	The system must have audit logging capabilities to ensure all transacting on the system is recorded, i.e. access logs, security logs, password resets, etc.			
f)	The audit logging capabilities must be protected, and only authorised accounts are able to access the audit logs.			
g)	Sufficient storage capacity to enable audit logs to be stored for a minimum of one (1) year on separate storage.			
h)	Maintenance and support should include the following: Product updates. Optimal product performance, adaptability, and compatibility with unlimited Product Updates that is available immediately upon release from the OEM. Version upgrades. Smarter features and advanced technology delivering product functionality in every new release. Support and learning. Rapid response and resolution. 24/7/365 Telephonic Technical Support as standard, with numerous self- help and learning resources.			
2.3.1.6 Cabling and networking		Comply	Do not comply	Comments
d)	Supply, deliver, install and configure a dedicated communication system with Ethernet LAN for adjacent buildings			
e)	All cabling must be protected from tampering by placing it in galvanised tubing.			
f)	Cabling distances should be measured during the compulsory site meeting and the bidder shall ensure that the correct cabling is chosen to meet with the required distances. CAT6 (should not extend 100 meters) or optical fibre).			
2.3.1.7 Computer-related Hardware		Comply	Do not comply	Comments
i)	Industrial-type equipment is required.			
j)	Supply, deliver, install and configure access card readers for all identified access points.			
k)	The access cards, turnstiles, access control gates including booms gates must be integrated with the access control system.			

l) Any illegal access or activity must be sounded by an alarm to control room.			
m) The access control system must be connected to a UPS to sustain the system for a minimum period of 4 hours.			
n) Maintenance and support for the card printers must allow for resolution of issues within a day. If not possible, a temporary card printer must be made available immediately.			
o) Supply, deliver, install and configure of the sever of the access control.			
p) Take-on reader.			
2.3.1.8 Other physical security items/requirements	Comply	Do not comply	Comments
d) Supply, deliver, install and configure 2 waist height paraplegic gates with card readers.			
e) Supply, deliver, install and configure 2 double waist height turnstiles with card readers.			
f) Supply, deliver, install and configure boom gates (in and out) for basement.			

2.3.1.9 Access card readers					
One hundred and seventy-six (176) access card readers to be supplied, delivered, installed and configured as follows:					
2.3.1.9 FLOORS					
Area	Access Card Reader	Exit Push Button	Comply	Do not comply	Comments
a) SECOND FLOOR	18	18			
Controllers and switches	9 x controllers and 1 x 24 port switch				
Mag locks	18				
Break glasses	18				
12 V power supply	18				
Cabinet	1 x 9U				
Emergency switches	18				
b) FIRST FLOOR	60	58			
Controllers and switches	30 x controllers 1 x 48 ports switch 1 X 24 x ports switch				
Mag locks	60				
Break glasses	60				
12 V power supply	60				
Cabinet	1 x 9U				
Emergency switches					

The Service provider must complete the table by ticking, Comply and do not Comply, failure to do so will lead to disqualification

			Comply	Do not comply	Comments
c) GROUND FLOOR	74	74			
Controllers and switches	37 x controllers and 2 x 48 port switches				
Mag locks	74				
Break glasses	74				
12 V power supply	74				
Cabinet	1 x 9U				
Emergency switches	74				
d) BASEMENT 1	Card readers	Gooseneck	Comply	Do not comply	Comments
Boom gate (exit & entrance)	2	2			
Basement: (Lift lobby & store rooms)	8				
Maglock	1				
e) BASEMENT 2			Comply	Do not comply	Comments
Basement: (Lift lobby & store rooms)	14				
Maglock	1				
2.3.1.10. Access card system layout			Comply	Do not comply	Comments
Web-camera for ID card	1	Clear web camera.			
ID/access card system with printer	1	Access card system must have capacity for 800 officials (personnel, contractors / consultants and interns. Access card shall have chip compatible to the card reader. Design access card			

		<p>template for (personnel, contractors / consultants and interns.</p> <p>Card printer with full identification (clear picture), Name, Surname, Persal number, laptop details.</p> <p>Access Control System must be able to generate reports and keep records for 24 months.</p> <p>Access Control System shall provide the ability to control multiple Access Points and Zones per site.</p> <p>Access Control System shall provide the option to implement Anti-Pass back on</p>			
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		single access points, or on user-defined groupings of access points, hereafter referred to as zones.			
Access PC	PC with all the software's and 24-inch monitor				

2.3.1.10. Boom gate					
Area	Quantity	Description	Comply	Do not comply	Comments
Main entrance and exit	2 1x controller to connect all gate readers. 4 x 12v power supply	<ul style="list-style-type: none"> Length: measurements will be done on site Signage to alert the users Diagnostic screens for easy maintenance LCD user interface for simple setup Smooth, intelligent speed - set the pace for raising and lowering (motor to be adjusted for the safety of the vehicle) Arm: Auto boom arm return function Sensor: Built-in sensor detect when boom arm hits an obstacle and return to open position Memory and non-memory barrier activation Full configuration of barrier operating parameters including independent pole raise and lowering speed Estimated at 3 million open and close limit sensors. Multiple operating profiles 			

		<ul style="list-style-type: none"> • Onboard multichannel CentSys code-hopping receiver with the ability to: <ul style="list-style-type: none"> ✓ Learn transmitter buttons to specific functions (e.g. Barrier Raise, Barrier Lower, etc.) ✓ Selectively delete specific transmitters that have been lost or stolen ✓ Automatically learn transmitters into the system (Autolearn) ✓ Automatically delete transmitters that are no longer in use (Delete-Not-Present) • Multichannel controller with integrated Chrono Guard timer technology (a world first) <p>Free-exit facility using an inductive loop detector or photocells.</p> <ul style="list-style-type: none"> • Remote boom pole status indicator (Pole Position, Power Failure, Low Battery, Multiple Collision Detection and Security Light Status indication). • Courtesy/Pillar Light Timer with adjustable duration • Fully configurable Pre-delays with Multi-modal Pre-flash. 			
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		<ul style="list-style-type: none"> • Safety/Closing Photocells input with beam functional test. • Lock/Emergency Stop input. 			
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2.3.1.10 Ground floor						
Turnstiles				Comply	Do not comply	Comments
a) Zone 1: Reception	1	Double waist height	Must open with access card for entry and exit			
	1	Paraplegic gate	Access must be controlled by receptionist with button / remote control			
c) Zone 3: Reception	1	Double waist height	Must open with access card for entry and exit			
	1	Paraplegic gate	Access must be controlled by receptionist with button / remote control			

2.3.1.11 SECURITY SURVEILLANCE CAMERA SYSTEM						
g) Second floor				Comply	Do not comply	Comments
Type of camera	Quantity	Description				
4MP IR Fixed Dome	9	Full view resolution to detect movement in the office corridors				
h) First floor				Comply	Do not comply	Comments
4MP IR Fixed Dome	9	Full view resolution to detect movement in the office corridors				
i) Ground floor				Comply	Do not comply	Comments
4MP IR Fixed Dome	10	Full view resolution to detect movement in the office corridors				
j) Basement 1: Entrance & Exit				Comply	Do not comply	Comments
Fixed Bullet	2	Full view and registration identification for exit and entrance gate				

Parking area	10	Full view resolution to detect movement in the parking area			
k) Basement 2: Lift lobby & store rooms			Comply	Do not comply	Comments
Fixed Bullet	5	Full view resolution to detect movement in the parking area			
Lift lobby & store rooms	5	Full view resolution to detect movement in the parking area			
l) Outside perimeter			Comply	Do not comply	Comments
Fixed Bullet	8	Full view resolution to detect movement in the parking area			
Camera Switches	Ground Floor (Control Room)	1 x 48 port core switch			
	First Floor	1 x 24 port switches			
	Second floor	1 x 24 port switch			
NVR	2 x 64CH NVR's with storage				
Cabinet	1 x 19U				
Monitors	3 x 32 spot monitors				

2.3.1.12 PUBLIC ADDRESS SYSTEM (PA)				
PA system must be installed in the Control Room, Speakers on the floors must have clear sound.				
OBJECTS	QTY	Comply	Do not comply	Comments
Master controller	01			
Mic phones	01			
Amplifier	01			

		Comply	Do not comply	Comments
PA system must be installed in the Control Room, Speakers on the floors must have clear sound.				
24V Power Supply	01			
Floors	QTY	QTY	QTY	

	Zone 1	Zone 2	Zone 3			
Ground floor	3	3	3			
First floor	3	3	3			
Second floor	3	3	3			

BASEMENT (Horn speakers)					
			Comply	Do not comply	Comments
Basement 1	2		2	2	
Basement 2	2		2	2	

2.3.1.13 Support and maintenance	Comply	Do not comply	Comments
<p>b) The awarded service provider shall be required to sign a Service Level Agreement with the Department which will contain items such as the following but not limited to:</p> <ul style="list-style-type: none"> Maintenance work on system to take place on a quarterly basis. Call out when required with acceptable response times. Replacement of items that are not repairable must be provided approval by the project manager. 			
2.3.1.14 Skills Transfer and Training	Comply	Do not comply	Comments
<p>c) Detailed training for operation of the installed security products (products include operating of security equipment, software and any other items that will be installed as part of this contract) to be provided to all security personnel for all above-mentioned systems and infrastructure.</p> <p>d) Training manuals and/or standard operating procedures for all the systems and infrastructure should be supplied.</p>			

e. Functional evaluation Part 2 – Qualitative criteria

The functional evaluation criteria indicated below will be applied during Part 2 of functional evaluation to all bids that met all mandatory requirements stipulated under Functional evaluation Part 1A and B

Part 2: Minimum functional requirements: Only bids that obtain mandatory requirements for evaluation Part 1A and B and obtain minimum overall score of at least 65%, will proceed to Price/PPFA evaluation.

Functional Evaluation Criteria	Weight	Min. Score
<p>2.1. Service provider /Company Experience.</p> <p>Provide details of the company's experience to supply, install, implement, manage and configure the integrated access control system repair and maintenance with a minimum of five (5) years' experience.</p> <p>The company must submit at least a minimum of 3 contactable references. The letters of affirmation or contactable references from Business or Government customers to whom the project or service was delivered. Each letter must be dated, signed and on a letterhead of the customer or contactable reference should indicate the following:</p> <p>The customer Company name and physical address; Customer contact person's name, contact details and e-mail address; Project scope of work (provide access control system installation, repair, implementation, management and maintenance); Project Start and End Date.</p> <p>1= 4 years of experience – Does not meet with minimum with requirements 3= 5 years of experience – Full compliance with requirements 4= 5+ years of experience – Exceed requirements</p>	5	15
<p>2.2. Project Manager.</p> <p>Must have a minimum of five (5) years' relevant experience in the installation, repair and maintenance of access control. (Must attach a detailed CV as proof)</p> <p>The Project Manager must have at least a Certificate/Relevant qualification in Electronic Engineering and Project Management. (Must attach certified proof).</p> <p>The Project Manager must have a Certificate of training installation of equipment from the Supplier (OEM) (Must attach certified proof).</p> <p>1 = The project manager does not meet the minimum requirements for the for either experience or qualifications, did not submit verifiable. 2 = The project manager partially meets the minimum requirements. 3 = The project manager meet(s) all the minimum experience, qualifications' and EOM registration requirements. 4 = The project manager exceed(s) the minimum experience, qualifications' and EOM registration requirements.</p>	5	15

Functional Evaluation Criteria		Weight	Min. Score
2.3.	<p>Team Members / Technicians.</p> <p>Minimum of three (3) years experience in installation, configuration and maintenance of integrated access control system (Must attach a detailed CV as proof)</p> <p>Must be registered with ECSA: (Must attach certified proof).</p> <p>A detailed CV of the team members with valid certified copies of Identification Documents as well as qualifications and certification must be attached to the technical proposal.</p> <p>1 = The team members/technicians do not meet the minimum requirements for either experience did not submit verifiable. 2 = The team members/ technicians partially meet the minimum experience requirement. 3 = The team members/ technicians meet all the minimum experience requirement. 4 = The team members/ technicians exceed(s) the minimum experience requirement.</p>	3	9
2.4.	<p>Detailed project plan.</p> <p>The service provider must provide a detailed proposal as per TOR on how to carry out the project with clear deliverables and timelines</p> <p>1= Project plan does not meet the criteria. 3= Project plan meets the criteria.</p>	3	9
2.5.	<p>Bank rating:</p> <p>The bidder must submit an original bank rating or a certified copy of a letter from a Financial Service Provider (FSP) and national Credit Regulator, stamped and signed by the institution which is not older than six months as at the closing of the tender.</p> <p>The bid evaluation committee will verify all the information provided by the bidder in line with the functionality criteria.</p> <p>Rating A or B = 4 Exceeds requirements Rating C = 3 Full compliance with requirements Rating D = 2 Partial compliance with requirements Rating E = 1 Does not comply with the requirements</p>	3	9

PPPFA: Price/ Specific Goals

Only bids that meet the minimum administrative and functional requirements / specifications indicated in the TOR (qualifying bids) will be evaluated in terms of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference point allocation method applicable is indicate in the table below and on the attached SBD 6.1.

The specific goals allocated points in terms of this tender (MEANS OF VERIFICATION WILL BE: CSD, BBBEE certificate/ Affidavit/ ID copy & Share Certificate/ CIPC (CoR13)/ ID Copy/ Confirmation letter/ CSD report-preferred address to be used for the award of points.)	Number of points allocated (80/20 system) (To be completed by the organ of state)	POINTS TO Applicable to 80/20AWARD >= More than < = Less Than
Black ownership with at least 51%	5	>51% = 5 points <51% = 1 point
Black ownership with disabilities as defined by Employment Equity Act of 1998 (Attach certificate)	3	Yes = 3 points No = 0 point
Black women ownership with at least 30%	2	>30% = 2 points <30% = 0 point
Black youth ownership by at least 30% (at the date of closing of RFQ/RFP/Tender)	3	Yes = 3 points No = 0 point
Black Military veteran ownership	2	Yes = 2 points No = 0 point
Suppliers situated in the local Municipality of the project/event. (Local supplier from where the event is taking place-rural and semi-urban areas)	3	Yes = 3 points No = 0 point
Small, Medium & Micro Enterprises, makes a profit of less than R10 million a year	2	Yes = 2 points No = 0 point
TOTAL	20	

7. CONTRACT MANAGEMENT

The successful bidder will be required to enter into a Service Level Agreement (SLA) with the Department of Planning, Monitoring and Evaluation. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DPME and the successful bidder.

Bidders should note that:

- a. All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.

- b. The Departmental security management reserves its right to carry out after-hours inspection to assess compliance with these requirements.
- c. The service provider shall provide an implementation report to the Department on identified challenges, suggestions, improved methods and work programmes, personnel turnover, remedial actions and all other related matters concerning the agreement.
- d. The meetings will be held between the client's representative and the service provider's operational/area manager, site supervisor and/or representative.
- e. The service provider should report to the delegated official or official responsible for security services.
- f. Monthly report should be provided to the official responsible for security services.
- g. The payments will be affected after completion of each phase as per project plan.

8. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- a. A compulsory site visit and briefing session will be held at **90 Ribeiro Avenue, Muckelneuk, Brooklyn, PRETORIA.**
- b. **Bidders failing to attend and attach the compulsory briefing certificate will be disqualified.**
- c. DPME will furnish the Service Provider with all relevant and available data and information, which is necessary to perform the services under the agreement.
- d. **Bidders failed to tick comply/do not comply as well as failed to provide relevant/required documentation for mandatory evaluation criteria will be disqualified**
- e. DPME will become the owner of all information, documents, programmes, advice and reports generated and compiled by the Service Provider in the execution of the services.
- f. The copyright of all documents and reports compiled by the Service Provider will vest in DPME and may not be reproduced or distributed or made available in any other way without the written consent of DPME.
- g. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of DPME.
- h. Appointment is subject to both parties being in agreement with the Service Level Agreement; both parties must sign the agreement.
- i. The Service Provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the DPME.
- j. Conditions stipulated in the general conditions of contract will be applicable should any of the parties fail to deliver (read together with the Service Level Agreement signed by both parties).
- k. On termination of the agreement, for whatever reason (s), all documents, programmes, reports, must be handed to DPME. The Service Provider relinquishes the right of retention thereof.
- l. The Department reserves the right to terminate the contract if the State Security Agency screening is negative for company, directors and employees.
- m. **The Service Provider will be liable for any loss/damage of assets during the contract period.**
- n. **The Department requires a service provider to supply, install configure and maintain the entire access control system including the main access control system (software and hardware).**
- o. The project must be performed in phase and payment will be processed for each completion phase the appointed service provider is expected to implement the required services until completion. (not possible as per BSC).