

TERMS OF REFERENCE: ANNEXURE A

SCM /Tender Ref #:	DPME 06 2023/2024
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Request 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.
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1. BACKGROUND / CONTEXT

The Department of Planning Monitoring and Evaluation is in the process of appointing a service provider to design, Supply, Delivery, installation, configuration of a new integrated security Access Control system, Security Surveillance camera system, access card system, turnstiles, boom gate ,maintenance and support contract for 24 months after warranty expiry at 90 Florence Ribeiro Avenue, New Muckelneuk, PRETORIA, to protect employees, contractors, assets and the information within the Department.

This is in accordance with the Minimum Physical Security Standards (MPSS) and Minimum Information Security Standard (MISS), Access Control to the Premises and Vehicles Act, 53 of 1985, which are applicable in the public service.

2. PURPOSE

Design, Supply, Delivery, installation, configuration of a new integrated security Access Control system, Security Surveillance camera system, access card system, turnstiles, boom gate, maintenance and support for the Department of Planning, Monitoring and Evaluation (DPME) at 90 Ribeiro Avenue, Muckleneuk, Pretoria.

3. OBJECTIVES AND SCOPE OF SERVICES

Description	Specification
Access card readers	<ul style="list-style-type: none"> • Card reader • Integrate with time and attendance recording • Door closers and maglocks with release buttons
Identity Management	<ul style="list-style-type: none"> • Facilitate issuing of virtual ID cards to employees and contractors using a digital. • Allow renewal of cards that have expired instead of issuing new ones. • Allow temporary deactivation, archiving or deletion of digital ID cards that are no longer valid. • Allow upload of cardholder data using prescribed formats such as CSV (excel, pdf). • Offer an administrative web portal, or ID management system application. • Have security controls to prevent unauthorised use and access to cards. • Enable verification of the identity of the user when using the system or the virtual identity card. • Have offline accessibility internal. • No remote access from the service provider. • Have in-app photograph upload functionality

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<p>Time and Attendance</p>	<p>Software.</p> <ul style="list-style-type: none"> • Web-based application with the following features. <p>Employee capability.</p> <ul style="list-style-type: none"> • Remote and on-premise clock-in/clock-out • Offline clock-ins <p>Administrator capability</p> <ul style="list-style-type: none"> • View and Generate reports • Level of access <p>Alerts and notification capability</p> <ul style="list-style-type: none"> • Monitor the faults / alarm • Missing clock-ins • Reporting capability • Exports to multiple formats such as CSV, Excel etc. <p>Hardware</p> <ul style="list-style-type: none"> • Access Time and Attendance with Access Control Power over ethernet capability • Offline capability • Camera • Take-on reader • HID cards (programable cards) <p>Access control Server</p>
<p>CCTV Surveillance</p>	<ul style="list-style-type: none"> • IP fixed HD TV dome camera weather-proof indoor • IP cameras with PoE (Power over Ethernet) capability. • Cameras must have facial recognition capability (Full view resolution for facial and vehicle registration number identification at exit and entrance gate, inside the building and perimeter to detect movement). • PC with CCTV software. • Export to multiple formats such CSV, excel, PDF etc. • Network Video Recorder with the following: <ul style="list-style-type: none"> ✓ 40 Tera Byte SATA HDD for recording ✓ Network interface with remote viewing capability ✓ Playback/Recording/Backup capability ✓ VGA/HDMI interface ✓ Backup capability
<p>Public Address System</p>	<ul style="list-style-type: none"> • Emergency announcements • Must have clear voice sound alarm • Speakers must be audible
<p>Warranty, Maintenance & Support</p> <p>Customer Service</p>	<ul style="list-style-type: none"> • Three Years On-Site Warranty, Maintenance & Support • Provide technical support 24 Hours, 7 days/week.
<p>Boom gates</p>	<ul style="list-style-type: none"> • Boom Poles with signage to alert users • Auto boom arm return function • Built-in sensor detects when boom arm hits an obstacle and return to open position • Smooth, intelligent speed - set the pace for raising and lowering (motor to be adjusted for the safety of the vehicle)

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4. DELIVERABLES AND TIME FRAMES

Description	Expected date	% of project (Payment)
Installation, configuration of a new integrated security Access Control system	As per project plan	Depend on the project plan
Maintenance and support for a period of three (3) years for the above-mentioned products after the of warranty expires, include the following: for the Department of Planning, Monitoring and 90 Florence Ribeiro Avenue, New Muckelneuk, PRETORIA.	As per project plan	Depend on the project plan
Install software and hardware as per the scope of work.	As per project plan	Depend on the project plan
Provide training of the access control system to DPME security officials.	When Needed	Depend on the project plan
Guaranteed installation/completion certificate for both software and hardware.	After completion of the project	Depend on the project plan
File created by the Service Provider (design documentation) with technical information regarding all systems such as, but not limited to, IP addresses and passwords to be submitted to DPME Security Management.	Within ten working days after the completion of project.	Depend on the project plan
Training manuals and/or standard operating procedures for all the systems and infrastructure to be provided to the DPME Security Management.	Before the end of the project.	Depend on the project plan