



SCM /Tender Ref #:	DPME 02 2023/2024
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Request for proposals for:	A New integrated security Access Control system (Security Surveillance camera system, access card system, turnstiles, boom gate).
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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)
October 2023	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 terms 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).
- 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.

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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 documentation required. Failure to do so will lead to disqualification.

Roles*	Qualifications	Experience
Director/Project Manager	<ul style="list-style-type: none"> • Diploma in Electronic/ Electrical Engineering (Must attach certified proof) • Degree in Electronic/Electrical Engineering will be an added advantage (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 managing similar projects (must Attach a detailed CV as proof)
Company	<ul style="list-style-type: none"> • Minimum: Valid company PSIRA and SAIDSA Certificate (must attach VALID PSIRA letter of Good standing) 	Minimum: 5 years' related experience in managing similar projects. * To support this, service providers must submit reference letter/s (on the letter-head of the company, and signed by management of the client) as proof that they have

		<p>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>Reference letter/s 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> <p>*(In case the bidders have multiple running tenders, experience will be calculated on a calendar years)</p>
Team Members/Technicians	<ul style="list-style-type: none"> Diploma in Electronic Engineering (attach certified proof) 	<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 Management Methodology		<p>The service provider must provide a presentable/detailed proposal on how to carry out the project.</p> <p>The following details must be clearly indicated in detail:</p> <ul style="list-style-type: none"> Project control and monitoring plan. Project execution plan. Project milestones which depict the actual phases and timelines of the project. Evaluation and supervision of work, work schedules and turnaround times.
Skills Transfer and Training		<p>In terms of the training programme and ensuring skills transfer in the DPME, the service provider will be responsible for establishing a training programme aligned to the skill's developmental needs of identified officials responsible for operating the relevant security products to be installed.</p> <p>Training programme should be attached and be inclusive of:</p> <p>Hands on practical training;</p> <p>Develop a training programme with quantifiable measures;</p> <p>Relevant software training;</p> <p>Provide evidence of training received by employees/officials.</p> <p>Training to be certified by the manufacturer or OEM (certificates of competence issued to individuals).</p>

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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 (SAIDSA).
- 2.2.4. Detailed Project Execution Plan indicating the project outputs, methodology with clear timelines/timeframes,
- 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 showing the grading is required from a Financial Service Provider (FSP) and national Credit Regulator, stamped and signed by the institution (**must attach bank proof**).

2.3. SCOPE OF WORK AND BILL OF QUANTITIES

2.3.1. Integrated Security Solution:

ACCESS CONTROL
Software
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 booms.
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: 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.
System data
a) The system must keep all records for a period of at least three (3) years. This must include deactivations as well.

System reporting
Reporting from the access control system as well as automation of reports, such as listed below, but not limited to: <ul style="list-style-type: none"> • Summary/management reports. • 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. • Automated daily, weekly and monthly reports to management (or selected staff).
System security and continuity
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.
b) The audit logging capabilities must be protected, and only authorised accounts are able to access the audit logs.
c) Sufficient storage capacity to enable audit logs to be stored for a minimum of one (1) year on separate storage.
d) Maintenance and support should include the following: <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>
Cabling and networking
a) Supply, deliver, install and configure a dedicated communication system with Ethernet LAN for adjacent buildings
b) All cabling must be protected from tampering by placing it in galvanised tubing.
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).
Computer-related Hardware
a) Industrial-type equipment is required.
b) Supply, deliver, install and configure access card readers for all identified access points.
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) Supply, deliver, install and configure one (1) card printers compatible with the system.
g) Supply and delivery of access cards (HDI) x 700 .
h) 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.
i) Supply, deliver, install and configure of the sever of the access control.
j) Take-on reader.
Other physical security items/requirements
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.
Access card readers
One hundred and seventy-six (176) access card readers to be supplied, delivered, installed and configured as follows:
Floors

Area	Access Card Reader	Exit Push Button
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		
FIRST FLOOR	60	58
Controllers and switches	30 x controllers and 64 x ports switch	
Mag locks	60	
Break glasses	60	
12 V power supply	60	
Cabinet	1 x 9U	
Emergency switches		
GROUND FLOOR	74	74
Controllers and switches	37 x controllers and 3 x 34 port switches	
Mag locks	74	
Break glasses	74	
12 V power supply	74	
Cabinet	1 x 9U	
Emergency switches	74	
BASEMENT 1	Card readers	Gooseneck
Boom gate (exit & entrance)	2	2
Basement: (Lift lobby & store rooms)	8	
Maglock	1	
BASEMENT 2		
Basement: (Lift lobby & store rooms)	14	
Maglock	1	
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 compatible to the card reader. Design access card template for (personnel, contractors / consultants and interns.

		<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 single access points, or on user-defined groupings of access points, hereafter referred to as zones.</p>
Access PC	PC with all the software's and 24-inch monitor	
Boom gate		
Area	Quantity	Description
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 • 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)

		<ul style="list-style-type: none"> • Multichannel controller with integrated Chrono Guard timer technology (a world first) Free-exit facility using an inductive loop detector or photocells. • 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. • Safety/Closing Photocells input with beam functional test. • Lock/Emergency Stop input.
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Ground floor

Turnstiles

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
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

SECURITY SURVEILLANCE CAMERA SYSTEM

Second floor

Type of camera	Quantity	Description
4MP IR Fixed Dome	9	Full view resolution to detect movement in the office corridors

First floor

4MP IR Fixed Dome	9	Full view resolution to detect movement in the office corridors
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Ground floor

4MP IR Fixed Dome	10	Full view resolution to detect movement in the office corridors
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Basement 1: Entrance & Exit		
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
Basement 2: Lift lobby & store rooms		
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
Outside perimeter		
Fixed Bullet	8	Full view resolution to detect movement in the parking area
Camera Switches	3 x 24 port switches 1 x 16 port switch 1 x 34 port core switch	
Consoler	To accommodate 55 inches monitors	
UPS	1 x 10 KV online	
NVR	2 x 64CH NVR's with storage	
Cabinet	1 x 19U	
Monitors	2 x 32 spot monitors	

PUBLIC ADDRESS SYSTEM (PA)				
PA system must be installed in the Control Room, Speakers on the floors must have clear sound.				
OBJECTS	QTY			
Master controller	01			
Mic phones	01			
Amplifier	01			
24V Power Supply	01			
Area	Speakers			
Floor	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)			
Basement 1	2	2	2
Basement 2	2	2	2

Support and maintenance			
<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. 			
Skills Transfer and Training			
<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>			

DPME reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.

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.

Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this ToR. 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:

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

c. Functional evaluation Part 1 – Quantitative criteria

Part 1: Minimum functional requirements: Only bids that scored at least the minimum score for each criteria will proceed to functional evaluation part 2. In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. The costing and content of proposals may not be amended

Mandatory /Functional Criteria		Yes=3	No=1
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/professional indemnity insurance (valid certificate to be attached).		
5.	Team members/technicians must be South African Citizens. (Certified Copy of ID's to be attached)		
6.	Detailed project execution plan indicating the project outputs, methodology with clear timelines/timeframes.		
7.	To determine the financial capacity of the service a bank rating showing the grading is required from a Financial Service Provider (FSP) and National Credit Regulator (NCR) (bank proof to be attached).		

d. 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 1. During part 2 the Bid Evaluation Committee may:

- a. Evaluate and score bids based on the bid documents and proposals submitted; or
- b. Provisionally evaluate and score bidders based on proposals submitted and then invite bidders that met all mandatory requirements under Part 1.
- c. Functional evaluation Part 2 overall score of at least 65%.

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

If a bidder is unable to attend a bid presentation on the date requested by the Bid Evaluation Committee, then the bidder must be afforded another opportunity within 5 workings. If a bidder is for a second time unable to attend a bid presentation then the bid must be evaluated based on the bid documents and proposals submitted only.

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

Functional Evaluation Criteria		Weight	Min. Score
2.1.	<p>Service provider /Company Experience.</p> <p>Provide details of the company's experience to provide access control system supply, installation, repair and maintenance with a minimum of five (5) years' experience.</p> <p>Provide letter/s 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 and maintenance); Project Start and End Date. Provide valid PSIRA and SAIDSA certificate.</p> <p>1= 4 years of experience – do 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

Functional Evaluation Criteria		Weight	Min. Score
2.2.	<p>Project Manager.</p> <ul style="list-style-type: none"> • Must have a minimum of five (5) years' relevant experience in the installation, repair and maintenance of access control. • The Project Manager must have at least a Diploma/Relevant qualification in Electronic Engineering and a certificate in Project Management. (Copies of qualifications to be attached as proof). • Degree in Electronic/Electrical Engineering will be an added advantage (Must attach certified proof). • The Project Manager must have a Certificate of training installation of equipment from the Supplier (OEM) Proof of qualification to be submitted. <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
2.3.	<p>Team Members / Technicians.</p> <ul style="list-style-type: none"> • Minimum of three (3) years related experience in installation, repair and maintenance of Access Control systems • Must have a Certificate of training installation of equipment from the Supplier (OEM). Proof of qualification to be submitted • Must have a Minimum Diploma/Relevant qualification in Electronic Engineering • Must be registered with Private Security Industry Regulatory Authority (PSIRA). Proof of qualification to be submitted • Must be registered with ECSA: Proof of to be submitted • 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>1 = The team members/technicians does not meet the minimum requirements for either experience or qualifications, did not submit verifiable. 2 = The team members/ technicians partially meet the minimum requirements 3 = The team members/ technicians meet all the minimum experience qualifications, PSIRA and ECSA registration requirements 4 = The team members/ technicians exceed(s) the minimum experience, qualifications, PSIRA and ECSA registration requirements</p>	3	9

Functional Evaluation Criteria		Weight	Min. Score
2.4.	<p>Detailed project management methodology.</p> <ul style="list-style-type: none"> The service provider must provide a presentable proposal on how to carry out the project. The following details must be clearly indicated in detail: Project control and monitoring plan. Project execution plan. Project milestones which depict the actual phases and timelines of the project. Evaluation and supervision of work, work schedules and turnaround times. <p>1= Company director does not meet the criteria. 3= Company director 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 such a letter which is not older than six months as at the closing of the tender. 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 a monthly 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 monthly 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.

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. 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.
- e. 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.
- f. 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.

- g. Appointment is subject to both parties being in agreement with the Service Level Agreement; both parties must sign the agreement.
- h. 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.
- i. 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).
- j. 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.
- k. The Department reserves the right to terminate the contract if the State Security Agency screening is negative for company, directors and employees.
- l. The Service Provider will be liable for any loss/damage of assets during the contract period.**
- m. 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).**
- n. The project will be performed in 3 phases and the appointed service provider is expected to implement the required services until completion. (not possible as per BSC).