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RFQ/09/FM/21

Dear Bidder

**Subject Matter: Supply, Delivery, Installation and Maintenance Support for the CCTV Camera System, Equipment and other Related Fittings at South African Tourism.**

The South African Tourism Board (South African Tourism) was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. SA Tourism is a schedule 3 A Public Entity in terms of schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of South African Tourism in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents and its visitors. It is common cause that tourism is a strategic industry in terms of the National Tourism Sector Strategy as it supports government objectives of alleviating the triple challenges of unemployment, poverty and inequality.

The scope of South African Tourism's business includes four (4) distinct areas of business focus and delivery, with different target markets and segments:

- I. International Leisure and Domestic Leisure Tourism (travel trade and consumer),
- II. Business events through the delivery unit the South African National Convention Bureau (Meetings, Incentives, Conferences, Exhibitions);
- III. Quality assurance of the tourism sector/industry through the delivery of both Visitor Experience and the Tourism Grading Council of South Africa.
- IV. Corporate - enhancing the South African Tourism brand.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive and cost-effective and also confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

The submission of proposals will be in terms of this document. All information requested, must be supplied and all annexures completed, whether such information or annexure refers to the eventual RFQ or not. This information will form part of the eventual RFQ and must therefore be completed, as there will not be an opportunity to do so later. Thus, it is essential that the information supplied is both correct and true.

South African Tourism has a detailed evaluation methodology premised on Treasury Regulation 16A.3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) read with Preferential Procurement Regulations 2017, and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

SA Tourism invites prospective bidders for the Supply, Delivery, Installation and Maintenance Support for the CCTV Camera System, Equipment and other Related Fittings at South African Tourism.

**TERMS OF REFERENCE: SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE SUPPORT FOR THE CCTV CAMERA SYSTEM, EQUIPMENT AND OTHER RELATED FITTINGS AT SOUTH AFRICAN TOURISM.**

**1. INTRODUCTION**

- 1.1. SAT intends to replace its current old CCTV system with a comprehensive Internet Protocol (IP) CCTV system.
- 1.2. The bidders must comply with the following SABS minimum installation specifications as set out in:
  - 1.2.1. SABS-0222-5-2:1999 CCTV Installation Guidelines
  - 1.2.2. SANS 10222-5-1- 2:2007 Electrical security installations
    - CCTV installations - CCTV surveillance systems for use in security applications: System design requirements
  - 1.2.3. SANS 10222-5-1-1:2007 Electrical security installations
    - CCTV installations - CCTV surveillance systems for use in security applications: Operational requirements
  - 1.2.4. SANS 10222-5-1-3:2007 Electrical security installations
    - CCTV installations - CCTV surveillance systems for use in security applications: Installation, planning and implementation requirements
  - 1.2.5. SANS 10222-5-1-4:2003 Electrical security installations
    - CCTV installations - CCTV surveillance systems for use in security applications: Testing, commissioning and hand-over requirements
  - 1.2.6. SANS 10222-5-1-5:2003 Electrical security installations
    - CCTV installations - CCTV surveillance systems for use in security applications: Maintenance requirements
- 1.3. The bidder will fully remove current installation and supply, deliver and install new hardware and software in accordance with the specification set out in the pricing schedule for new equipment and best industry practice.

**Technical Requirements**

SAT require all equipment to be supplied and quality of workmanship must meet the technical and equipment requirements as set out by the SABS.

**Site Components: The following basic components make up a complete and fully function CCTV**

- CCTV Weatherproof Cameras
- Housing & mounting brackets
- CAT6E Cabling - Shielded

- PoE Switches
- Surge Protection
- Setup of network to the back-bone of the Control Room
- UPS
- Data storage and etc.

Control Room and Security Guardhouse: The following basic components are required:

- Incident Terminal Playback
- Server NVR
- Network Configuration
- Network Management Software
- Visual Network-Video Wall
- Control Keyboard - Pan-Tilt-Zoom (PTZ) Manage
- CAT6E Cabling - Shielded
- Surge Protection
- Backup Power Solution etc.

Control Room and Security Guardhouse: The following basic operational setup required:

The Control Room will be the heart of the CCTV Network and would need to be created in a secure and robust manner, this network must be separate to the SAT Network and has to have a separate managed VLAN and IP table, with no access or cross sharing of any other network. All recordings and data to be backed up to an adequate capacity data-storage equipment, site or cloud that meets with the SAT Information Technology specifications or on remote data backup and stored for future reference if needed. A fully managed Layer 2 network with dedicated routing and firewall services. This fully equipped, limited access and functional Control Room solution will be located next to the existing SAT Reception.

The Security Guardhouse shall be fully equipped mainly for monitoring and surveillance without access to recordings and data.

Network Server: VMS

Server Configuration Over  
 Video Wall Screens  
 55' Flat Screen TV  
 Cabling CAT6E  
 Power cabling separated from data cabling  
 Network configuration  
 Weatherproof Cameras - PTZ IP Cameras.

**2. PRICING SCHEDULE - REMOVAL / STRIPPING OLD INSTALLATION**

All material from removal and stripping will remain the property of SA Tourism, who will have the sole discretion over which material (if any) shall be removed from site. The appointed bidder shall allow in their rates for removal of all rubble from site. The appointed bidder shall allow in their rates to make good any area damaged during removal and stripping old installation.




	Item	Item Description	Location	Condition	Unit Measure	Quantity	Price
1	Entrance & Exit Gate Cameras	Cameras installed in 2010	Steel Pole - Security Guardhouse	Poor	Each	4	
2	Corridor Cameras	Cameras installed in 2010	Ground Floor - Ceiling Mounted	Poor	Each	5	
3	Outdoor Cameras	Cameras installed in 2010	Building Top - Wall Mounted	Poor	Each	4	
4	Cabling	Old CAT Cabling	Above ceiling and PVC trucking.	Poor	m	200	
5	Basement parking cameras	Cameras installed in 2010	Mounted under concrete roof slab	Poor	Each	14	





### 3. PRICING SCHEDULE - NEW INSTALLATIONS & NEW EQUIPMENT REQUIREMENTS SPECIFICATIONS




All cabling must be CAT6E UTP network cable, terminated, tested and connected.





All consumables to ensure completion of work must be included for pricing.

The bidders must assist with bandwidth speed and capacity calculations, to ensure there is no throughput bottlenecks or excessive delays in the aggregated surveillance feeds.





	Item	Item Description	Location	Quality	Unit Measure	Quantity	Image	Price
1	Entrance gate camera	2MP Weather Proof Network Bullet Lens 3.6mm 40m IP-D3IR40E2	Steel Pole - Bottom-right of Security Guardhouse	High	Each	1		
2	Entrance gate vehicle registration camera	IP / 2MP / LPR Bullet Camera / Motorized Varifocal / 3.2-10.5mm Lens / Outdoor / WDR / IP67 / 12m IR / License Plate Recognition / 5 Year Warranty / DH-ITC215-PW6M-IRLZF-B	Wall - Bottom-right of Security Guardhouse	High	Each	1		
3	Exit gate camera	2MP Weather Proof Network Bullet Lens 3.6mm 40m IP-D3IR40E2	Steel Pole - Bottom-right of Security Guardhouse	High	Each	1		




4	Exit gate vehicle registration camera	IP / 2MP / LPR Bullet Camera / Motorized Varifocal / 3.2-10.5mm Lens / Outdoor / WDR / IP67 / 12m IR / License Plate Recognition / 5 Year Warranty / DH-ITC215-PW6M-IRLZF-B	Wall - Bottom-right of Security Guardhouse	High	Each	1		
5	Street Level Camera	2MP Full HD Vandal proof Dome Camera, Varifocal Motorised Lens (IPC HD)	Security Guardhouse Wall - Bracket	High	Each	1		
6	Ground-Floor Corridors	5MP IP Security camera - 360° view angle - Indoor Ceiling mounted	Ceiling Mounted	High	Each	8		
7	First-Floor Corridors	5MP IP Security camera - 360° view angle - Indoor Ceiling mounted	Ceiling Mounted	High	Each	14		





8	Basement-Staircases	PTZ IP Camera, 10 HD, 5.0 MP Lens (mm), 5-50mm Style, Dome Camera, IP, Ceiling Power Consumption(W), Max 10WColor, White Minimum Illumination(Lux), 0.1Lux@F1.2(AGC ON), 0Lux IR on Sensor, CMOS MPs, 5MP Sensor Brand, Waterproof.	Emergency Exit Staircase Wall - Facing Door	High	Each	2		
9	First-Floor Staircases	PTZ IP Camera, 10 HD, 5.0 MP Lens (mm), 5-50mm Style, Dome Camera, IP, Ceiling Power Consumption(W), Max 10WColor, White Minimum Illumination(Lux), 0.1Lux@F1.2(AGC ON), 0Lux IR on Sensor, CMOS MPs, 5MP Sensor Brand, Waterproof.	Emergency Exit Staircase Wall - Facing Door	High	Each	2		
10	Basement-to-Reception Stairs	PTZ IP Camera, 10 HD, 5.0 MP Lens (mm), 5-50mm Style, Dome Camera, IP, Ceiling Power Consumption(W), Max 10WColor, White Minimum Illumination(Lux), 0.1Lux@F1.2(AGC ON), 0Lux IR on Sensor, CMOS MPs, 5MP Sensor Brand, Waterproof.	Wall - Facing Door	High	Each	1		




1	Reception - 1 Visitor Area	5MP IP Security camera - 360° view angle - Indoor Ceiling mounted	Centre Visitors Area- Ceiling Mounted	High	Each	1		
1	Bojanala - 2 Front Impala Road	4MP Full-colour night vision POE IP Camera Bullet Eyeball VD-2FS49-SA 2.8mm Lens, Built-in mic, Outdoor	Building Top Wall - Facing Undercover Parking (To the Left)	High	Each	1		
1	Bojanala - 3 Front	4MP Full-colour night vision POE IP Camera Bullet Eyeball VD-2FS49-SA 2.8mm Lens, Built-in mic, Outdoor	Building Top Wall - Facing Waste Area (To the Left)	High	Each	1		
1	Bojanala - 4 Side Basement Driveway	4MP Full-colour night vision POE IP Camera Bullet Eyeball VD-2FS49-SA 2.8mm Lens, Built-in mic, Outdoor	Building Wall - Front of Basement Ramp	High	Each	1		









1 5	Bojanala - Front Impala Road Side	4MP Full-colour night vision POE IP Camera Bullet Eyeball VD-2FS49-SA 2.8mm Lens, Built-in mic, Outdoor	Building Top Wall - Facing Undercover Parking (To the Right)	High	Each	1		
1 6	Bojanala - Front Impala Road Side	4MP Full-colour night vision POE IP Camera Bullet Eyeball VD-2FS49-SA 2.8mm Lens, Built-in mic, Outdoor	Building Top Wall - Facing Back	High	Each	1		
1 7	Bojanala - Back Corner Above Generator	4MP Full-colour night vision POE IP Camera Bullet Eyeball VD-2FS49-SA 2.8mm Lens, Built-in mic, Outdoor	Building Top Wall - Facing Front	High	Each	1		
1 8	Bojanala - Back Corner Above Generator	4MP Full-colour night vision POE IP Camera Bullet Eyeball VD-2FS49-SA 2.8mm Lens, Built-in mic, Outdoor	Building Top Wall - Facing Fish Ponds Walkway	High	Each	1		



19	Bojanala - Back Canteen Exit	4MP Full-colour night vision POE IP Camera Bullet Eyeball VD-2FS49-SA 2.8mm Lens, Built-in mic, Outdoor	Building Top Wall - Facing (East) Fish Ponds	High	Each	1		
20	Bojanala - Groceries Store	PTZ IP Camera, 10 HD, 5.0 MP Lens (mm), 5-50mm Style, Dome Camera, IP, Ceiling Power Consumption(W), Max 10WColor, White Minimum Illumination(Lux), 0.1Lux@F1.2(AGC ON), 0Lux IR on Sensor, CMOS MPs, 5MP Sensor Brand, Waterproof.	Grocery Storeroom - Ceiling Mounted	High	Each	1		
21	Bojanala - Main Entrance	4MP Full-colour night vision POE IP Camera Bullet Eyeball VD-2FS49-SA 2.8mm Lens, Built-in mic, Outdoor	Building Top Wall - Facing Guardhouse	High	Each	1		



2 2	Bojanala - Main Entrance	5MP IP Security camera - 360° view angle - Indoor Ceiling mounted	Main Entrance Door - Ceiling Mounted	High	Each	1		
2 3	Bojanala - Back Main Exit	5MP IP Security camera - 360° view angle - Indoor Ceiling mounted	Main Exit Door - Mounted under concrete roof slab.	High	Each	1		
2 4	Bojanala - Back Fish Ponds	4MP Full-colour night vision POE IP Camera Bullet Eyeball VD-2FS49-SA 2.8mm Lens, Built-in mic, Outdoor	Building Top Wall - Facing Stairs to Fish Ponds	High	Each	1		
2 5	Bojanala - Back	4MP Full-colour night vision POE IP Camera Bullet Eyeball VD-2FS49-SA 2.8mm Lens, Built-in mic, Outdoor	Building Top Wall - Facing West to Water Tanks	High	Each	1		

2 6	Bojanala - Side	4MP Full-colour night vision POE IP Camera Bullet Eyeball VD-2FS49-SA 2.8mm Lens, Built-in mic, Outdoor	Building Top Wall - Facing East to Water Tanks	High	Each	1		
2 7	Basement Parking Entrance Gate	LPR Camera 2MP - Parking, Embedded with LPR algorithm inside the camera, Powerful 5-50mm manual lens	Basement Entrance - Mounted under concrete roof slab	High	Each	1		
2 8	Basement Parking Spread	5MP IP Security camera - 360° view angle - Indoor Ceiling mounted	Basement Parking Area - Mounted under concrete roof slab	High	Each	10		



29	Basement Emergency Exit Doors	PTZ IP Camera, 10 HD, 5.0 MP Lens (mm), 5-50mm Style, Dome Camera, IP, Ceiling Power Consumption(W), Max 10WColor, White Minimum Illumination(Lux), 0.1Lux@F1.2(AGC ON), 0Lux IR on Sensor, CMOS MPs, 5MP Sensor Brand, Waterproof.	Ceiling Mounted	High	Each	2		
30	Bojanala - HCM Main door	5MP IP Security camera - 360° view angle - Outdoor	Mounted under concrete roof slab	High	Each	1		
31		High Surge Protection Adaptor with Warranty	Switch room, Control room, Security Guardhouse	High	Each	10		




3 2	Surge Protection Multiplugs	High Surge Protection 8 Way Multi-plug	Switch room, Control room, Security Guardhouse	High	Each	6		
3 3	Plug Top 16Amp 3-Pin Black H/D Rubber	Plug Top 16Amp 3-Pin Black H/D Rubber	Switch room, Control room, Security Guardhouse	High	Each	10		
3 4	Ultra Link HDMI Female To Female Adapter - Black UL-AFF	Ultra Link HDMI Female To Female Adapter - Black UL-AFF	Switch room, Control room, Security Guardhouse	High	Each	6		




3 5	HDMI 20m Braided Cable	HDMI 20m Braided Cable	Switch room, Control room, Security Guardhouse	High	Each	6		
3 6	Ceen 102x45 W/T MCT9162		Bojanala House	High	Each	20		




3 7	Power Supply Box	Professional 12V 10A 120W Switching Power Supply in 18ch self-recovery protection box Input:AC100-240V, Output: DC12V 10A, Channels:18 channels, Fuse type: PTC2A(Self recovery),Unit size: 26.5 x 21.5 x 9.4CM, weight:2.25Kg Supports: Uninterrupted Power Supply after use 12V7A battery.(battery excl). Lockable and with key	1 x Control Room 1 x Guardhouse	High	Each	2		
3 8	APC Smart-UPS X 3000VA Rack/Tower LCD 100-127V with Network Card	2.7 kW / 2.88 kVA Output Power. 120 V Nominal Input Voltage. NEMA L5-30P Input Connections. 738 Volt-Amp-Hour Capacity	1 x Control Room 1 x Guardhouse	High	Each	2		



39	512 Channel Embedded Video Storage, DH-EVS5024S-R	64-bit high-performance multi-core processors, ensure the massive data processing Stability, 24 HDDs in Single device, single system up to 240 HDDs, capacity up to 1440TB, Internal backboard bandwidth bi-directional 288Gbps	Bojanala House	High	Each	1		
40	DHI-NVR5216-16P-I 16-Channel 4K UHD ePoE NVR (with 4TB HDD)	Record from and Manage up to 16 or more Cameras, Supports IP Cameras up to 16MP, 4TB HDD Preinstalled H.265+/H.265/H.264+/H.264/MJPEG Codecs	Bojanala House	High	Each	1		

4 1	CAT6E	Scoop 500m Drum CAT6E CCA UTP Cable. All 62 cameras as per the specification must be accommodated. All cable must be marked and shown on the as-built drawings.	Bojanala House	High	Each	10		
4 2		RS PRO Grey LSZH CAT6E Cable UTP, 20m Male RJ45/Male RJ45 Terminated	Bojanala House	High	Each	100		
4 3	CABLE CABTYRE 3 CORE BLK 1.5MM 100M PM	High conductivity bunched copper conductors, insulated and colour-coded with general-purpose flexible grade PVC.	Bojanala House	High	Each	10		

4 4	2020 - 55" Flat Screen Monitor	Samsung / LG	1 x Control Room 1 x Security Guardhouse	High	Each	2		
4 5	Ultra Link	32" to 75" Double arm-full motion TV Bracket	1 x Control Room 1 x Security Guardhouse	High	Each	2		
4 6	32 Channel 4MP HD-TVI DVR with 24TB HDD	2 x HDMI outputs, VGA output, CVBS output, Simultaneous HDMI and VGA output at up to 1920 x 1080 resolution, HDMI output at up to 4K UHD resolution (3840 x 2160), Self- adaptive HD-TVI/CVBS signal input, Supports long-distance transmission over UTP and coaxial cable to a maximum of 3937' at 720p and 2625' at 1080p	Control Room	High	Each	1		

47	SG 4TB HDD NVR	Hard Drive Purple HDD Special for Security DVR NVR WD40Purx 4TB, 90 Days Recording	Control Room	High	Each	2		
48	24 10/100 Mb/s 4 GbE 185W PoE	Cisco SG350-52P 350 Series 52-Port PoE+ Managed Gigabit Ethernet Switch	4 x Switch Room Racks	High	Each	4		
49	PTZ Controller Joystick	Full-featured keyboard Supports various cameras, NVRs and DVRs Flexible 4-axis joystick Buttons can be used to perform powerful functions 128 x 64 screen displays all important information	1 x Control Room 1 x Security Guardhouse	High	Each	2		
50	All project consumable	All CCTV installation consumables as per equipment requirements and specifications to be costed in this line item.	Bojanala House Building and Security Guardhouse	High	Item	Item		

5 1	Maintenance Support	Three (3) months maintenance support after lapse of warranty/guarantees.	Bojanala House Building and Security Guardhouse	High	Monthly	3		
5 2	Travelling	Travelling for maintenance and support after completion and commissioning to be costed in this line item.	Bojanala House Building and Security Guardhouse	High	Item	Item		

#### **4. CCTV INSTALLATION STANDARDS**

##### **BUILDING PLANS**

1. SAT has approved building plans to assist with project planning and implementation.
2. All approved building plans necessary for this project, are made available to the all bidders (Basement Parking, Guardhouse, Ground and First Floor layout attached).
3. SAT will require a three (3) year swap-out warranty. By implication, if any new equipment specified here becomes faulty during the warranty period, the supplier will handle the entire process to replace the specific equipment with a new item at their own costs.
4. The warranty must include workmanship and travelling for the required three (3) years.

#### **5. PROJECT ACCEPTANCE, HANDOVER AND PAYMENT REGIME**

1. All equipment/s is to be installed as per the as-built drawings, bid specification and manufacturer's specification. Any deviations from bid specifications and/or manufacturer's specification must be formally communicated to SAT prior to the acceptance, test and handover. Should there be any matter compelling deviations from the specifications, it must be reported to the SAT Project Manager IMMEDIATELY.
2. SAT Project Management Team will receive the final handover certification with dates not older than thirty (30) days after practical completion of the installations. The bidder and SAT Project Management Team will meet on site on the agreed handover date. Prior to this, the bidder and SAT Project Management Team will jointly conduct a full inspection and testing to compile a snag list of outstanding items and dates for remedial action.
3. Once the above criteria are met the bidder will hand-over the following documents:
  - 3.1. 1 x As-Built drawings in PDF and (1) hardcopy format
  - 3.2. 1 x Printouts of all system configurations
  - 3.3. 1 x User manuals for all equipment on site
  - 3.4. 1 x Training manuals
  - 3.5. 1 x Maintenance manuals
  - 3.6. 1 x Printouts of registered user access profile
  - 3.7. 1 x Picture printouts of all CCTV Cameras
  - 3.8. 1 x CCTV recording profiles and settings
  - 3.9. 1 x Full Asset register for items >R5000
  - 3.10. 1 x Full Asset register for items <R5000
  - 3.11. 1 x Project handover certificate
  - 3.12. 1 x Software assurance
4. Should the above not be on site for final inspection, the inspection would be deemed failed to deliver and will be rescheduled. The fruitless expenses incurred will be at the cost of the applicable contractor.

5. If all the above are in place, a full system integrity test will be conducted in the presence of SAT Project Management Team and the bidder. All system components must be functional according to specification. Any minor snags will be listed and attended to by the bidder within a 14 day's period starting on the date of inspection.
6. A site instruction book must be kept on site during the project phases, should any immediate variations be required. Once it is determined that variation/s is/are unavoidable, SAT Project Manager will seek written approval prior to granting permission to the bidder to proceed with the varied work.
7. Based on the nature of the supply, delivery, installation and maintenance support for the CCTV camera systems a contract will be drafted to ensure both SAT and the bidder are protected.
8. Payment/s will only follow after these requirements is met in full.

## **6. COMPULSORY MANDATORY REQUIREMENTS**

In order to be considered each bidder is required to submit the following mandatory documentation:

- Must be registered with Private Security Industry Regulatory Authority (PSIRA), attach certified copies of Company PSIRA certificate as well as letter of Good Standing from PSIRA;
- Must be registered member with the Institute of Risk Management South Africa (IRMSA), attach certified copies of Company IRMSA certificate in good standing;
- Valid certified copy of Workmen's compensation / COIDA (Letter of good standing);
- Valid certified copy of UIF (Certificate of Compliance);
- Original valid Tax Clearance certificate;
- Certified copy of Company registration certificate;
- Valid certified copy of Insurance indemnity from insurance brokers;
- Certified copies Identity documents of owners, directors, shareholders, as specified on the company registration certificate;

## **7. EXPERIENCE REQUIREMENTS FROM THE SERVICE PROVIDER**

The following are the requirements / expectations of the service provider applicable to this request:

- The service provider/s must have a minimum of five (5 and above) years' experience in the supply, installation and maintenance of electronic security systems to be considered.

- Display in their proposal the warranty and maintenance plan for all equipment installed.
- Display in their methodology and approach knowledge of:
  - Video management solutions that provide an extensive range of sophisticated surveillance options, tools and functionality to satisfy all security management requirements of SAT.
- The service provider/s should have / cover the following regulatory frameworks:
  - Occupational Health and Safety Act 85 of 1993,
  - Minimum Information Security Standards (MISS),
  - ISO/IEC 27005:2011 Information technology – Security techniques – Information security risk management.
- The successful bidder must be able to supply and install the required security systems and equipment within ninety (90) days of the date of awarding the contract.
- The successful bidder must submit project plan from the implementation to the completion stage of supply, delivery, installation and maintenance support for the CCTV camera systems for the at SAT.

## **8. Formal of proposals**

**Bidders must complete and return all the necessary standard bidding documents (SBD's) attached to this request for technical and financial proposals.**

**Bidders are advised that their proposals should be concise, written in plain English and simply presented in the same order as indicated below: -**

- (a) A cover letter introducing your firm and credentials, capacity, capability and experience for this assignment;
- (b) National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax status;
- (c) Proof of B-BBEE Status level contribution;
- (d) Overview of the methodology your firm uses to facilitate the development of implementation plans;
- (e) Financial proposal to deliver the assignment, i.e. your firm's daily rate for facilitation services, including any other cost SA Tourism should be aware off for the successful completion of the assignment;
- (f) Declaration of Interest - SBD 4;
- (g) Preference Point Claim Form - SBD 6.1;
- (h) Declaration of Bidder's Past Supply Chain Management Practices - SBD 8; and
- (i) Independent Bid Determination - SBD 9



## 9. Evaluation Method

The evaluation process of bids will comprise of the following phases:

Phase 1	Phase 2	Phase 3	Phase 4
<b>Evaluation Administrative Requirements</b>	<b>Evaluation Mandatory Requirements</b>	<b>Functionality Evaluation Criteria</b>	<b>Price and B-BBEE</b>
Compliance with administration	Bidders who submit the mandatory requirements will proceed to be evaluated in phase 3. Failure to submit the mandatory requirements will lead to disqualification and will not be evaluated further.	Bidder(s) are required to achieve a minimum threshold of <b>70%</b> to proceed to Phase 3 (Price and B-BBEE).	The bidders that have successfully progressed through to Phase 2 will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2017  80 points will be awarded for price while 20 points will be allocated for preference points for BBEE as prescribed in the regulations.

### Phase 1: Evaluation Administrative Requirements:

Document that must be submitted	YES/NO	Non-submission may result in disqualification
Confirmation of valid Tax Status		Written confirmation that SARS may, on an ongoing basis during the tenure of the contract, disclose the bidder's tax compliance status. SARS Tax Compliance System Pin
B - BBEE Certificate		B - BBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit or is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website <a href="https://www.thedti.gov.za/gazette/Affidavit_EME.pdf">https://www.thedti.gov.za/gazette/Affidavit_EME.pdf</a> <i>(Failure to submit sworn affidavit will result in non-compliance on preference points system)</i>
Annexure B-Registration on Central Supplier Database (CSD)		All agencies including proposed partner/subcontractor agencies must be registered as a service provider on National Treasury's Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit proof of registration.
Annexure E-Declaration of Interest - SBD 4)		Complete and sign the supplied pro forma document
Annexure D-Preferential Procurement SBD 6.1		Complete and sign the supplied pro forma document

Annexure F-Declaration of Bidder's Past Supply Chain Management Practices - SBD 8		Complete and sign the supplied pro forma document
Annexure G-Certificate of Independent Bid Determination - SBD 9		Complete and sign the supplied pro forma document

### Phase 2: Mandatory Requirements

Criteria	Comply/ Non-compliance YES/NO
Registered with Private Security Industry Regulatory Authority (PSIRA), Registered with the Institute of Risk Management South Africa (IRMSA)	
<b>Note: The above-mentioned documents must remain valid for the duration of the evaluation. Failure to submit the above documents will lead to disqualification</b>	

### Phase 3: Functional Evaluation Criteria

EVALUATION CRITERIA	Rating					Weight
	1	2	3	4	5	
The Bids will be evaluated on a scale of 1 - 5 in accordance with the criteria below. The rating will be as follows: 1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent						
Experience in the supply, installation and maintenance of electronic security systems. 5 - 6 years - 5 7 - 8 years - 10 9 - 10 years - 15						15
Proposal Warranty and Maintenance Plan						20
Methodology and Approach						30
Demonstrate safety commitment as per the Occupational Health and Safety Act 85 of 1993 in executing this project.						10
Demonstrate adherence to MISS requirements in approaching this project.						10
Demonstrate awareness to Information security risk management in approaching this project.						15
<b>TOTAL POINTS FOR FUNCTIONALITY</b>						<b>100</b>
<b>The minimum threshold of 70% is acceptable.</b>						

**functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

9.1.1. Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section.

9.1.2. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as well as key considerations under section 1. The official responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided

9.1.3. The score for functionality will be calculated as in terms of the table below where the SAT official will rate each individual criterion on the score sheet using the following value scale

Rating	Definition	Score
Excellent	<b>Exceeds</b> the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential value, with supporting evidence.	5
Good	<b>Satisfies</b> the requirement with <b>minor additional benefits</b> . Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential required services, with supporting evidence.	4
Acceptable	<b>Satisfies</b> the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3

<b>Minor Reservations</b>	Satisfies the requirement with <b>minor reservations</b> . Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	<b>2</b>
<b>Serious Reservations</b>	Satisfies the requirement with <b>major reservations</b> . Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	<b>1</b>
<b>Unacceptable</b>	<b>Does not meet the requirement</b> . Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	<b>0</b>

9.1.4. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria.

9.1.5. The proposal from the bidder which meets the highest score for functionality will be deemed the preferred proposal.

#### Phase 4: Price & BEE

Awarding of Points for Price and Broad-Based Black Economic Empowerment.

The bidders that have successfully progressed through to Phase 3 (bidders who meets the minimum threshold for functionality of **70%**) will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations of 2017.

80 points will be awarded for price while 20 points will be allocated for preference points for BBEE as prescribed in the regulations.

Points for B-BBEE level of contribution will be awarded in accordance with the below table: -

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bidders are required to submit proof of B-BBEE Status Level of contributor. Proof includes original and valid B-BBEE Status Level Verification Certificates issued by a SANAS credited agency or certified copies thereof together with their price quotations, to substantiate their B-BBEE rating claims.

In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with annual total revenue of R10 million or less qualifies as an EME. An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.

The Codes define a QSE as any enterprise with annual total revenue of between R10 million and R50 million. A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.

Bidders who do not submit B-BBEE Status Level Verification Certificates or Sworn affidavits, in the case of EME's and QSE's, or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.

#### **10. National Treasury Centralized Supplier Registration and B-BBEE Certificates.**

All bid submissions must include a copy of successful registration on National Treasury's Centralized Supplier Database (CSD) with a valid tax clearance status and proof of B-BBEE status level of contribution.

## **11. Deadline for submission**

All proposals must be e-mailed, in PDF format, to [quotes@southafrica.net](mailto:quotes@southafrica.net) no later than **12h00 on Thursday, 14 October 2021** and should remain valid for at 45 days after the closing date.

**Proposals submitted after the closing date and time will be not considered.**

## **12. Confidentiality**

The request for a technical and cost proposal and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a confidentiality agreement preventing the unauthorized disclosure of any information regarding SA Tourism or of its activities to any other organization or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of SA Tourism.

## **13. Terms of engagement**

Prior to commencing with the assignment, the successful bidder will be required to meet with the Mr. Boikanyo Danke to align the final statement of work (SOW) and criteria for approval.

## **14. Payments**

No advance payments will be made in respect of this assignment. Payments shall be made in terms of the deliverables as agreed upon and shall be made strictly in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).

The successful bidder shall after completion of the contract, invoice SA Tourism for the services rendered. No payment will be made to the successful bidder unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SA Tourism.

Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice. The bidder must ensure that their banking details are verified on the CSD report.

## **15. Non-compliance with delivery terms**

The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the bidder that they will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SA Tourism' must be given immediate written notice to this effect.

## **16. Cost**

The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by SA Tourism.

## **17. Cancellation of the request for a technical and cost proposal**

SA Tourism may, prior to the award of the bid, have the right to cancel the bid if:

- (a) Due to changed circumstances, there is no longer a need for the service; or
- (b) Funds are no longer available to cover the part and/or total envisaged expenditure; or
- (c) No acceptable bids are received.

SA Tourism reserves the right to withdraw this request for technical and cost proposals, to amend the term or to postpone this work by email notice to all parties who have received this request.

## **18. Clarification.**

Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning this request for technical and cost proposals, is to be requested in writing from the Sourcing Specialist.

All clarifications must be emailed to [quotes@southafrica.net](mailto:quotes@southafrica.net)

Thanking you and looking forward to your proposal in this regard.

Yours in Tourism