

**HEAD OFFICE**  
24 Johnson Road  
Riverwoods Office Park  
Bedfordview  
Johannesburg, 2008  
Private Bag X105  
Melville, 2109  
Tel: (011) 372 3300  
Fax: (011) 453 0695

**EASTERN CAPE**  
Waverley Office Park  
3 - 33 Phillip Frame Road  
Chiselhurst  
East London, 5200  
Tel: (043) 726 8314  
Fax: (043) 726 8302

**FREE STATE**  
163 Nelson Mandela Dr  
Sanlam Building  
Bloemfontein, 9300  
Tel: (051) 430 5072  
Fax: (051) 430 5080

**GAUTENG**  
33 Hoofd Street  
Forum 01B, 5th Floor  
Braampark Office Park  
Braamfontein  
Johannesburg, 2091  
Tel: (011) 403 1301/2/3/6  
Fax: (086) 614 8781

**KWAZULU NATAL**  
333 Smith Street  
(Antone Lembede Street)  
Durban Bay House  
12th Floor, Suite 1203  
Durban  
Tel: (031) 304 5930  
Fax: (031) 301 9313

**LIMPOPO**  
29 Hans van Rensburg Str  
Kwane Chambers  
Office No: 01  
Polokwane, 0700  
Tel: (015) 295 9303  
Fax: (015) 295 9301

**MPUMALANGA**  
Streak Office Park  
Office 2, Block B, 1st Floor  
6 Streak Street  
Nelspruit, 1201  
Tel: (087) 700 8113  
Fax: (013) 752 2917

**NORTHERN CAPE**  
6A Long Street  
Bobby's Walk Building  
Kimberley, 8300  
Tel: (053) 832 0051 / 2  
Fax: (053) 832 0047

**NORTH WEST**  
78 Retief Cnr Peter  
Mokaba Street  
Sparkling Office Park  
Potchefstroom, 2531  
Tel: (018) 294 5280  
Fax: (018) 294 5719

**WESTERN CAPE**  
2 Old Paarl Road  
Sunbel Building  
Office 205, 2nd Floor  
Belville, 7535  
Tel: (021) 946 4022  
Fax: (021) 946 4043

SCMU NO: 02 - 2017/18

## TERMS OF REFERENCES FOR SUPPLY, INSTALLATION AND MAINTENANCE OF ALARM SYSTEM FOR PROVINCIAL SERVICES

### 1. PURPOSE

The purpose of this RFQ is to appoint service provider(s) per seven provinces which are the **Eastern Cape, Free State, Gauteng, Limpopo, Northern Cape, North West and Western Cape**, to supply, install and maintain an alarm system in the ETDP SETA provincial offices.

For the period August 2017 to 30 June 2020.

### 2. PROJECT SCOPE / DELIVERABLES

The ETDP SETA is committed to ensure a high performance conducive working environment and quality of work life within an environment by providing a security system to the office space rented. It is crucial for ETDP SETA to ensure that all assets at the building are secured at all times. It is also a requirement that the service provider should have proof of insurance for the equipment and a warranty.

**INTERESTED SERVICE PROVIDERS MUST QUOTE PER PROVINCE.**

### 3. SCOPE OF WORK

The service provider is invited to supply, install and maintain the following equipment for an alarm system: (See attached each Provincial contact details and additional needs)

- 1 IDS 8 Zone Alarm panel
- 1 Transformer
- 1 Battery pack (Four hour back up)
- 1 Multi language LCD key pad
- 4 Passive infra-red
- Door sensor
- Panic button
- 1 Siren 15 watt
- 1 Expander module
- Window sensors
- Zone coverage will be in the reception, server room and passages
- 24 hour armed response

The information in this communication is confidential and may be legally privileged.

It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

**4. COSTING MODEL**

**THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.**

**Name of Organisation:**

<b>ITEM DESCRIPTION</b>	<b>AMOUNT</b>	<b>COMMENTS</b>
1 IDS 8 Zone alarm panel		
1 Transformer		
1 Battery pack ( Four hour back up)		
1 Multi language LCD key pad		
4 Passive infra-red		
Door sensor		
Panic button		
1 Siren 15 watt		
1 Expander module		
Window sensors		
Labour cost		
Cabling cost		
Monthly security service rate		
Zone coverage will be in the reception, server room and passages		
24 hour armed response		
<b>SUB-TOTAL</b>		

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

## 5. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017.

### 5.1 STAGE 1

Entails the evaluation of **mandatory documents**

#### MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Accreditation Certificate (Private Security Industry Regulation Act (Act No. 56 of 2001) **(PSIRA Certificate)**
2. Original valid Tax Clearance Certificate *or Unique security personal identification number (PIN) issued by SARS* – **SBD 2**
3. Declaration of Interest – **SBD 4**
4. Declaration of Bidder's Past Supply Chain Practices – **SBD 8**
5. Certificate of Independent Bid Determination – **SBD 9**
6. CIPC registration documents
7. Central Supplier Database Registration Report

**NB: Failure to submit any of the above documents will lead to disqualification.**

### 5.2 STAGE 2

The evaluation will be guided by ETDP SETA procurement policy. Points will be awarded on the basis of Price and BBBEE. Bidders will be evaluated based on functionality. The minimum threshold for functionality is 70 out of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points.

	Functionality	Points
1.	<p>Service provider must have relevant experience in this field which is more than five(5) years</p> <ul style="list-style-type: none"> <li>• 5 years – <b>40 points</b></li> <li>• 3-4years - <b>25 points</b></li> <li>• 1-2years – <b>15 points</b></li> <li>• 3months – 11months – <b>10 points</b></li> </ul>	<b>40</b>
2.	<p>There must be proof of 3 contactable referees (Site visits to be conducted by ETDP SETA staff on the premises of the references)</p> <ul style="list-style-type: none"> <li>• 3 References – <b>40 points</b></li> </ul>	<b>40</b>

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

	<ul style="list-style-type: none"> <li>• 2 References – <b>30 points</b></li> <li>• 1 Reference – <b>15 points</b></li> </ul>	
3.	<p>Ability to supply, deliver and install the equipment within 20 days and submit a project plan.</p> <ul style="list-style-type: none"> <li>• 1-7 days – <b>20 points</b></li> <li>• 8-10 days – <b>15 points</b></li> <li>• 11-15 days – <b>10 points</b></li> <li>• 16-20 days – <b>5 points</b></li> </ul>	<b>20</b>
<b>Total</b>		<b>100</b>

### 5.3 STAGE 3

The 80/20 preference point system shall be applicable per province.

Price **80**

#### MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

##### PART 3;

- Completed and Signed Covering letter/ Invitation to Bid - **SBD1**
- Signed budget / pricing schedule. Failure to submit a signed budget / pricing schedule will result in the committee accepting the submitted price as the final bids

BBBEE status level contributor **20**

## 6. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
3. Bids which are late, incomplete, unsigned or submitted by facsimile and/or email will not be accepted.
4. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
5. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
6. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in **Mandatory documents**.

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

7. **Failure of a bidder to submit** a valid certified B-BBEE Certificate or, in a case of EMEs, a sworn affidavit and the accompanying fully completed and signed Standard Bidding Document (SBD 6.1) will result in the bidder not qualifying for claiming preferential points.
8. Bids submitted are to hold good for a period of 90 days.
9. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
10. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
11. The contract will be terminated immediately should the successful bidder no longer qualify as service provider in terms of the Private Security Industry Regulation Act, 2001 (Act 56 of 2001) .

**Non-signed Price Schedule of the financial proposal submission will result in the disqualification of the bid**

#### **8. BID DOCUMENTS / PROPOSAL PACKS**

No late bid/bids will be accepted. **Price bids submitted through telex, facsimile and email will not be acceptable.**

Price bids **must** be hand delivered to:

**Global Continuity Office Park  
41 Wordsworth Avenue  
Senderwood  
Bedfordview  
2008**

A set of (1x Original and 2 Copies) should be posted or hand delivered in two separate sealed envelopes.

**Envelope A:** Technical Proposal and **Envelope B:** Financial Proposal

#### **9. CLOSING DATE**

Response for bids/bid must reach the ETDP SETA Offices on or before **11h00 on 17 July 2017**

#### **10. CONTACT PERSON**

**All enquiries regarding this bid/price bids must be in writing only and be directed to: Supply Chain:**

**Email:** [SibusisoK@etdpseta.org.za](mailto:SibusisoK@etdpseta.org.za) or [Tenderers@etdpseta.org.za](mailto:Tenderers@etdpseta.org.za)



**Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, shall not be considered.**

**ETDP SETA does not bind itself to accept the lowest bids or any other bids and reserves the right to accept the whole or part of the bids.**

**Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.**

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful