

**HEAD OFFICE**

Umoya House  
2-6 New Street  
South Marshalltown  
Johannesburg CBD  
Gandhi Square

**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 4, 2nd Floor  
Braampark Office Park  
Braamfontein  
Johannesburg, 2091  
Tel: (011) 403 1301/2/3/6  
Fax: (086) 614 8781

**KWAZULU-NATAL**

333 Anton Lembede Street  
Durban Bay House  
12th Floor, Suite 1203  
Durban, 4001  
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  
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 Relief Cnr Peter  
Mokaba Street  
Sparkling Office Park  
Potchefstroom, 2531  
Tel: (018) 294 5280  
Fax: (018) 294 5719

**WESTERN CAPE**

2 Old Pearl Road  
Sumbel Building  
Office 205, 2nd Floor  
Belville, 7530  
Tel: (021) 946 4022  
Fax: (021) 946 4043

SCMU NO: 09 - 2017/18

**REQUEST FOR BID**

**TERMS OF REFERENCES FOR SUPPLY, INSTALLATION AND MAINTENANCE OF ALARM SYSTEM FOR SEVEN (7) ETDP SETA PROVINCIAL OFFICES**

**1. PURPOSE**

The purpose of this RFQ is to appoint service provider(s) to supply, install and maintain an alarm system in the seven (7) ETDP SETA provincial offices which are the **Eastern Cape, Free State, Gauteng, Limpopo, Northern Cape, North West and Western Cape.**

**For the period 01 March 2018 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 EACH 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.

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**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.**

<b>Name of Organisation:</b>		
<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(s)		
Panic button(s)		
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>		

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## 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

**Note: Envelop A must have documents from Stage 1 and Stage 2**

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. Central Supplier Database Registration Report

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

### 5.2 STAGE 2

In this stage, the evaluation of bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid document.

(a) The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be eliminated.

(b) Only bids that achieved the minimum qualifying score/ percentage for functionality will be evaluated further in accordance with the **80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.**

The evaluation criteria for functionality will be as below:

NO.	CRITERIA	WEIGHT
1.	Experience in providing similar services: <ul style="list-style-type: none"> <li>• 5 years and above = <b>40 points</b></li> <li>• 3-4 years = <b>25 points</b></li> <li>• 1-2 years = <b>15 points</b></li> <li>• 3 months – 11 months = <b>10 points</b></li> </ul>	<b>40</b>
2.	Proof of similar projects and references to be provided. The success rate and a maximum of three contactable references ( <b>Site visits to be conducted by ETDP SETA staff on the premises of the references</b> ) <ul style="list-style-type: none"> <li>• 3 References = <b>40 points</b></li> <li>• 2 References = <b>30 points</b></li> <li>• 1 Reference = <b>15 points</b></li> </ul>	<b>40</b>
3.	Ability to supply, deliver and install the equipment within 20 days and submit a project plan. <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

#### PRICING SCHEDULE MANDATORY DOCUMENTS (Envelope B)

- a. Covering letter/ Invitation to Bid - **SBD1**
- b. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 - **SBD 6.1**

**80/20** preference point system shall be applicable as follows:

✓ Price	<b>80</b>
✓ B-BBEE status level of contributor	<b>20</b>

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

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

## 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. A Qualifying Small Enterprise (QSE), is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million** and **level of black ownership** or a B-BBEE level verification certificate to claim points as prescribed.
7. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
8. 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.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
10. Bids submitted are to hold good for a period of 90 days.
11. 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.
12. 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.
13. Companies that are in the process of **de-registration in the CIPC** will not be considered.
14. 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).

## 8. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: [www.etdpseta.org.za](http://www.etdpseta.org.za), Main Menu > Supply Chain Management > Tenders as from 12h00 on **11 December 2017**

Bidders must submit technical and financial proposals in **two separate envelopes** clearly marked “Envelope A-Technical Proposal “and “Envelope B- Financial Proposal”.

**Envelope B** must include the **complete signed pricing schedule & SBD 1 form** mandatory documents.

The financial proposal will only be opened should the technical proposal be found acceptable.

All Bids/Proposals (**completed in (X 4 Hard Copy; 1x Original and 3 x copy)**) must be **courier delivered or hand delivered to:**

**The ETDP SETA – Head Office  
Umoya House  
2-6 New Street  
Ghandi Square  
Johannesburg South - CBD  
2091**

Submissions must be delivered into the tender box between **08h00 and 16h30 Monday to Friday** prior the closing date of **09 January 2018**

## 9. CLOSING DATE

Response for bids/bid must reach the ETDP SETA Offices on or before **11h00 on 09 January 2018**

## 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.**