

HEAD OFFICE

ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Private Bag X105
Melville, 2109
Tel: (011) 372 3300

EASTERN CAPE

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

FREE STATE

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

GAUTENG

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

KWAZULU-NATAL

Durban Bay House
333 Anton Lembede Street
12th Floor, Suite 1203
Durban, 4001
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO

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

MPUMALANGA

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

NORTHERN CAPE

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

NORTH WEST

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

WESTERN CAPE

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



Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: SCMU: 14 - 2023/24

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE SUPPLY, INSTALLATION AND MAINTENANCE OF SECURITY SYSTEMS FOR THE ETDP SETA HEAD OFFICE – CEO's OFFICE

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the ETD sector.

The purpose of this Request for Quotation (RFQ) is to appoint a service provider who will supply, install, and maintain security systems for the ETDP SETA Head Office – CEO's office.

NB: Interested services providers are welcome to do site visits before submitting their bids.

2. PROJECT SCOPE / DELIVERABLES

The purpose of this request is for the supply, install and maintenance of security systems at the ETDP SETA Head office – CEO's office. The successful bidder will be expected to provide support and maintenance of the device from the **1st of June 2023** till the **30th of June 2024**.

2.1. DELIVERABLES

- 2.1.1. To supply, install and maintain security systems for the ETDP SETA Head Office – CEO's office.
- 2.1.2. To provide a minimum of three (3) evidence of track record in a similar assignment undertaken.
- 2.1.3. To provide a minimum of three (3) references on the company's letter head who can provide an objective assessment of the project previously undertaken.
- 2.1.4. The service provider must have warranty, support, and maintenance of the software.
- 2.1.5. To provider training and training manual to the end-users.
- 2.1.6. To replace all items damaged in transit, at no cost to ETDP SETA.
- 2.1.7. Co-ordinate and schedule the project, from inception to completion.
- 2.1.8. Perform quality assurance and control until final inspection and handover.
- 2.1.9. Provide a detailed inventory of all equipment installed.
- 2.1.10. Bidders to have armed response services.
- 2.1.11. The alarm system to have a SMS notification system.

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2.1.12. The equipment to be supplied, delivered and installed within a period of four (4) weeks after the signing of the Service Level Agreement (SLA).

3. SCOPE OF WORK

The service provider is invited to supply, install and maintain a security system at the ETDP SETA Head Office and to provide the following:

3.1 X1 Alarm system

- DC Alarm panel
- 12 V Transformer
- 12 hours UPS power supply
- LCD keypad
- Door sensor
- 3 Remote Panic buttons
- Siren 15 watt
- Expander module
- Window sensors
- 24-hours armed response
- Warranty on the maintenance and support
- The cloud-based mobile application should enable the ETDP SETA personnel to use their smartphones and tablets to receive notifications.

3.2 X1 intercom access system

- Door buzzer
- Microphone and keypad unit
- The keypad to enable a two-way conversation to take place between the visitor and a representative of the ETDP SETA
- The door to be unlocked remotely by pressing a button on the representative's telephone handset and cell phone.
- The cloud-based mobile application should enable the ETDP SETA personnel to use their smartphones and tablets to receive notifications and open the door.
- To have a rechargeable battery.
- To have both out-door camera and indoor monitor

4. PROJECT REQUIREMENTS

- 4.1. Bid documentation that do not comply, will be eliminated from the evaluation process.**
- 4.2. The ETDP SETA reserves the right not to award this RFQ.**
- 4.3. Interested service providers must quote for the service of interest and or for both services.**

5. DURATION

The ETDP SETA will enter into a Service Level Agreement (SLA) with service provider(s) from the **1st of June 2023** till the **30th of June 2024**.

6. 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 BIDDING ORGANISATION:		
ITEM DESCRIPTION	COSTS	COMMENTS
Alarm system (monthly rental for armed response)		
Intercom access system (once-off)		
The cloud-based mobile control system		
Labour costs		
Repair & maintenance (intercom system)		
Electrical wiring		
Cabling and glue costs		
UNIT COSTS		
VAT @ 15% (If VAT registered)		
Total COSTS		
<i>All prices must be VAT inclusive</i>		

NAME OF BIDDER: _____

POSITION: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule

7. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

Folder A (USB) must have documents for Stage 1 and Stage 2

7.1 STAGE 1 [Folder A (USB)]

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

7.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Accreditation Certificate with (Private Security Industry Regulation Act) (Act no 56 of 2001) or proof of membership with the South African Intruder Detection Services Association (SAIDSA).

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

7.2. STAGE 2 [Folder A (USB)]

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 **50 points** and bids that fail to achieve the minimum qualifying score will be eliminated. A document review will be used to evaluate bidders.
- (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.	QUALIFYING CRITERIA	POINTS
1.	Experience & References of service provider in doing business of similar nature in an organization. 1.1. Experience: company letterhead indicating the type of project and when it was carried out (30) i. Must have successfully completed 3 or more similar projects = 30 ii. Must have successfully completed between 1 - 2 similar projects = 15 *[Each reference must clearly indicate; - the name of the bidder and the project - objectives of the project (nature of the project) - duration of the project - recommendation and contact details of the referee as well as proof of completed project(s) and - must be signed the referee NB: If any of the above information is omitted/missing, will lead to the reference letter(s) not allocated points.	30
2.	Proof of capacity to conduct similar or related supply, delivery, and assemble/installation of an alarm and intercom systems. 2.1. On-site team leader(s)/supervisor's experience in managing supply, delivery, and assemble/installation and maintenance of security system (provide a C.V with a minimum of three contactable references and certified copies of a senior certificate and relevant trade test or equivalent: 40 Experience of Team leader/supervisor: (20) i. Five (5) or more years = 20 ii. 3 – 4 years = 10 iii. 1 – 2 years = 5 iv. 0- years = 0 2.2. Relevant experience of the technical persons or team members that will also be responsible of assemble/installation and installation of security system. (Attach CV - the CV must clearly indicate the projects, date/period of implementation, names of clients and client contact details (20) Experience of onsite Team members or technical persons: (20) i. Five (5) or more years = 20 ii. 3 – 4 years = 10 iii. 1 – 2 years = 5 iv. 0 – years = 0 NB: Any substitution/ replacement of personnel during the period of contract should be made in consultation with the ETDP SETA.	40
Total		70

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Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale.

Please take note of the value and scoring point system of your bid.

7.3 STAGE 3 [(Folder B) [USB]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award**
- c. Invitation to Bid - **SBD1**
- d. Declaration of Interest – **SBD 4 (New)**
- e. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - **SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals**
- f. B-BBEE certificate or sworn affidavit (**If claiming preferential points**) – **this will be used to verify points to be allocated for specific goals.**

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

- | | |
|--------------------------------|-----------|
| ✓ Price | 80 |
| ✓ Allocation of specific goals | 20 |

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.

8. 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 reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned or submitted by facsimile will **NOT** be accepted.
5. 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 used to verify eligibility for allocation of points for specific goals.
6. 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 to be used to verify eligibility for allocation of points for specific goals.
7. 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 be used to verify eligibility for allocation of points for specific goals.
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 used to verify eligibility for allocation of points for specific goals. 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 no points will be allocated for specific goals.
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. Service Provider must provide proof of Public Liability Insurance.

9. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **12 May 2023**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked **“Folder A-Technical Proposal” and “Folder B- Financial Proposal”**.

Folder B - (Financial Proposal) Costing Model (*Price must be final, include VAT and signed*), Submit a *“Unique security personal identification number (PIN) issued by SARS” which the SETA will use to verify the bidder’s tax matters prior to the award*, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) – *this will be used to verify points to be allocated for specific goals*.

All Bids/Proposals (completed in [one (1) USB] must be courier or hand delivered to:

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

OR

Sent via email to TienieJ@etdpseta.org.za or etdpsetarfq@etdpseta.org.za

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 22 May 2023**.

No late submission will be accepted!

10. CLOSING DATE

All proposals should reach the ETDP SETA Offices on or before **11h00 on 22 May 2023**.

11. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. **ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.** All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: TienieJ@etdpseta.org.za or SibusisoK@etdpseta.org.za

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