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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: SCMU: 15 - 2023/24

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE SUPPLY, INSTALLATION AND MAINTENANCE OF AN ALARM SYSTEM FOR THE ETDP SETA LIMPOPO, NORTHERN CAPE AND NORTH-WEST PROVINCIAL OFFICES

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 an alarm system for the ETDP SETA Limpopo, Northern Cape and North-West Provincial offices.

See attached Annexures "A-C" with contact details and needs per each provincial office. Interested services providers are welcome to do site visits before submitting their bids.

2. PROJECT SCOPE / DELIVERABLES

The purpose of this request is to supply and installation of an alarm system at the Limpopo, Northern Cape and North-West Provincial offices. The successful bidder will be expected to provide support and maintenance of the device and software. The duration of the service will be from 01st June 2023 till the 31st of December 2023.

2.1. DELIVERABLES

- 2.1.1. To supply, install and maintain an alarm system for the ETDP SETA provincial offices namely: Limpopo, Northern Cape and Northwest for a period of six (6) months.
- 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 will sign the SLA with the ETDP SETA which will include specific contractual obligations.
- 2.1.5. The system to have insurance, warranty, support and maintenance of the software for a period of six (6) months as and when required.

- 2.1.6. To provide training and training manual to the end-users.
- 2.1.7. To replace all items damaged in transit, at no cost to ETDP SETA.
- 2.1.8. Co-ordinate and schedule the project, from inception to completion.
- 2.1.9. Perform quality assurance and control until final inspection and handover.
- 2.1.10. Provide a detailed inventory of all equipment installed.
- 2.1.11. Bidders to have armed response services.
- 2.1.12. The alarm system to have an SMS notification system
- 2.1.13. 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 an alarm system at the ETDP SETA provincial offices (Limpopo, Northern Cape and North-West) and to provide the following:

- 3.1 DSC Alarm panel
- 3.2 12 V Transformer
- 3.3 12 hr UPS power supply
- 3.4 LCD key pad
- 3.5 Door sensors
- 3.6 Remote Panic buttons
- 3.7 Siren 15 watt
- 3.8 Expander module
- 3.9 Window sensors
- 3.10 24 hour armed response
- 3.11 Warranty on the maintenance and support
- 3.12 The cloud-based mobile application should enable the ETDP SETA personnel to use their smartphones and tablets to receive notifications.

4. PROJECT REQUIREMENTS

- 4.1. The ETDP SETA will evaluate the bid per province.**
- 4.2. Please submit separate bids per office of interest.**
- 4.3. Bidders must include escalations in their price quotes, if any, as per the stipulated period.**
- 4.4. Bid documentation that do not comply, will be eliminated from the evaluation process.**
- 4.5. The ETDP SETA reserves the right not to award bid.**

5. DURATION

The ETDP SETA will enter into a Service Level Agreement (SLA) with service provider(s) for a period of six (6) months from the **01st of June 2023** till the **31st of December 2023**

6. COSTING MODEL

SERVICE PROVIDERS MUST QUOTE PER EACH PROVINCIAL OFFICE'S NEEDS, SEE ATTACHED ANNEXURES "A-C".

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 system. On-site team leader(s)/supervisor's experience in managing supply, delivery, and assemble/installation of an alarm 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 2.1. Experience of Team leader/supervisor: (20) i. Five (5) or more years = 20 ii. 3 – 4 years = 20 iii. 1 – 2 years = 10 iv. 0- years = 0 2.2. Relevant experience of the technical persons or team members that will also be responsible of assemble and installations. (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 = 20 iii. 1 – 2 years = 10 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 **23 May 2023**.

No late submission will be accepted!

10. CLOSING DATE

All proposals should reach the ETDP SETA Offices on or before 11h00 on **23 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.