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LIMPOPO

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NORTH WEST

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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 30 - 2023/24

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE SUPPLY, INSTALLATION AND MAINTENANCE OF AN ALARM SYSTEM FOR THE ETDP SETA NORTHERN CAPE PROVINCIAL 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 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 Northern Cape Provincial office.

The ETDP SETA reserves the right not to award this Request for Quotation (RFQ).

2. Purpose & Objectives

The purpose of this request is to appoint a service provider who will supply and installation an alarm system at the Northern Cape Provincial office. 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 August 2023 till the 31st of December 2023.

2.1. DELIVERABLES

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.

- 2.1.1. To supply, install and maintain an alarm system for the ETDP SETA Northern Cape provincial office for the period 1st August 2023 till the 31st of December 2023.
- 2.1.2. The package to come along with an armed response service
- 2.1.3. The alarm system to have an SMS notification system
- 2.1.4. To provide a minimum of three (3) evidence of track record in a similar assignment undertaken.
- 2.1.5. 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.
- 2.1.6. The service provider will sign the SLA with the ETDP SETA which will include specific contractual obligations.
- 2.1.7. The system to have insurance, warranty, support and maintenance of the software as and when required.
- 2.1.8. To provide training and training manual to the end-users.
- 2.1.9. To replace all items damaged in transit, at no costs to the ETDP SETA.
- 2.1.10. Perform quality assurance and control until final inspection and handover.
- 2.1.11. Provide a detailed inventory of all equipment installed.
- 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. Project scope and requirements

The service provider is invited to supply, install and maintain an alarm system at the ETDP SETA Northern Cape provincial office 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 A 24-hour armed response
- 3.11 Provide a warranty on the maintenance and support
- 3.12 Provide a cloud-based mobile application should enable the ETDP SETA personnel to use their smartphones and tablets to receive notifications.

4. Profile of the service provider

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.

- 4.1 To provide a minimum of three (3) evidence of track record in a similar assignment undertaken.
- 4.2 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.
- 4.3 The service provider must have expertise in the security industry.

5 Project Requirements

The Service Provider must to supply, install and maintain an alarm system at the ETDP SETA Northern Cape provincial office and to provide the following:

- 5.1 DSC Alarm panel 12 V Transformer
- 5.2 12 hr UPS power supply
- 5.3 LCD key pad
- 5.4 Door sensors
- 5.5 Remote Panic buttons
- 5.6 Siren 15 watt
- 5.7 Expander module
- 5.8 Window sensors
- 5.9 A 24 hour armed response
- 5.10 Provide a warranty on the maintenance and support
- 5.11 Provide a cloud-based mobile application should enable the ETDP SETA personnel to use their smartphones and tablets to receive notifications.

6 Costing Model (Pricing Schedule)

SERVICE PROVIDERS MUST QUOTE AS PER THE ATTACHED ANNEXURE “C”.

7 Duration of the project

The ETDP SETA will enter into a Service Level Agreement (SLA) with a successful service provider(s) for the period 01st August 2023 till the 31st of December 2023.

8 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.

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

8.1 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.

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

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.

8.2 STAGE 2 [Folder A (USB)]

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be **50 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
2. Only bids that achieved the minimum qualifying score 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 & 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. NB: If any of the above information is omitted/missing, will lead to the reference letter(s) not allocated points. NB: Reference letters must be on a Referees letter head, signed and dated, otherwise they cannot be considered.	30

NO.	CRITERIA	WEIGHT
2	Proof of capacity to conduct similar or related service of supply, delivery, and assemble/installation of an alarm system. Relevant experience of a Team leader/Supervisor in managing supply, delivery, and assemble/installation of an alarm system (provide a C.V with certified copies of a senior certificate and/or a 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 - clearly indicating 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 *Note: Qualifications submitted for this RFQ must remain the same for the duration of the Project. Should there be any changes in the management structure, the new Project leader must have the same qualification/s and experience or even better qualified.	40
TOTAL		70

Bidders must provide documents to justify awarding the above points, and such 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.

8.3 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.

9 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 must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (CIPC) for allocation of points for specific goals.
6. Specific goals shall not be allocated where supportive documents are not provided as stated in the bid document.
7. Bids submitted are to hold good for a period of 90 days.
8. 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.
9. All suppliers must be registered on the Central Supplier Database. No bid will be awarded to any supplier that is not registered on the Central Supplier.
10. Companies that are in the process of de-registration in the CIPC will not be considered
11. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SET may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

10 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 30 June 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 Tieniel@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 **17 July 2023**.

No late submission will be accepted!

11 Closing Date

All Proposals should reach the ETDP SETA Offices on or before 11h00 on 17 July 2023.

12 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 SiphesihleK@etdpseta.org.za

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