



Independent Communications Authority of South Africa
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Eco Park, Centurion.
Private Bag X10, Highveld Park 0169
Telephone number: (012) 568 3000/1

Scope of work for alarm, monitoring, armed response, and maintenance for the period of Eight (08) months at ICASA, Limpopo Regional Office, Limassol Street, Bendor Ext 60, Polokwane.

ANNEXURE A – TERMS OF REFERENCE

1. BACKGROUND

ICASA Limpopo Regional Office is situated at 14 Limassol Street, Bendor Ext 60, Polokwane. ICASA has already installed alarm system and needs alarm monitoring and armed response to minimise the risk of unlawful entry and burglary

2. REQUIREMENTS

2.1 Installation of Radio link

- 1 x Radio link transmitter

Delivery, supply, commissioning, miscellaneous, sundries and labour.

2.2 Alarm Equipment installed (DSC)

- 1 x keypads
- 16 x passives
- 12 x door sensors
- 1 x siren
- 1 x mobile panic button
- 1 x static panic button
- Control boxes (batteries included)
- Alarm should be able to be armed and disarmed remotely

2.3 Alarm monitoring system

a. Alarm transmitter

- Alarm monitoring must be on an ICASA - approved radio transmitter only.
- Alarm and transmitter must be able to differentiate between alarm trigger and panic triggering.
- Alarm transmitter must be able to operate from 12 V Alarm-system backup battery.
- The cost of replacing the current transmitter, interfacing of transmitter and maintenance thereof for a period of 08 months, must be included in the quotation.

b. Alarm monitoring service

- Alarm monitoring service must be done 24 hour, 365-days.
- Control center must be manned 24 hour, 365-days.
- Alarm monitoring service must record closing and opening times of the office.
- Alarm monitoring service must differentiate between normal office hours and after hours' activation.
- Alarm monitoring must be able to differentiate between alarm trigger and panic triggering.
- Alarm monitoring center must have an ICASA staff contact list in case of alarm, panic or out- of-normal office hours triggering.
- ICASA cannot be held responsible for false triggering and all efforts will be made to ensure proper operation of alarm system.

2.4-Armed response

a. Armed response will be activated upon the following circumstances:

- Failure to verify legitimate access.
- Panic button activation.
- Failure to contact ICASA Call Out persons on alarm activation.

2.5 Eight (08) Months' maintenance contract for the alarm system should include the call log such as:

No	Service tendered	Amount
1	Call out rate per hour	
2	Travelling time per hour per call out	
3	Callout rate per hour on Public Holidays/Weekends	
4	Installation fee per hour (Maximum 2 Technicians)	

NB: Repair or replacement of any damaged equipment should be approved by ICASA before any new installation can be done.

**For site visit purposes, kindly contact Mr. Mokomane 082 304 2272
Mr. Lizo Mvinjelwa 078 753 5209**

3. MANDATORY DOCUMENTS

Interested service providers or bidders are required to submit the following mandatory documents and failure to submit any of the following documents will lead to automatic disqualification.

- 3.1 Attach proof of PSIRA registration for the company and Directors.
- 3.2 Attach proof of Company's registration with South African intruder Detection Association (SAIDA).
- 3.3 Attach proof of a technician as alarm systems installer.

4. EVALUATION CRITERIA

Service providers will be evaluated based on the documents required and price submitted.

5. ANNEXURE B: PRICING

Description of service/goods	Unit Price (Rands VAT Excl)	Total Price (Rands VAT Excl)
Monitoring and armed response for Eight (08) months		
Maintenance of alarm system for Eight (08) months		
1 x radio link transmitter		
SUB-TOTAL		
VAT		
GRAND-TOTAL		

Compiled by:

Lizo Mvinjelwa

Security Systems Officer

Signature: 

Date: 18 /10/2024

Recommended/Not Recommended with comments:



Date: 18 /10/2024

Foletsi Molepo

Acting Senior Manager: Facilities

Approved/Not Approved with comments:



Date: 25 / 10 /2024

Julia Kenyane

Executive: Corporate Services