

**PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM**



**AGRICULTURAL RESEARCH COUNCIL  
SPECIFICATION FOR**

**Provision of Biometric Fingerprint Time and Attendance System**

**Bidder's Name:**.....

**CSD number:** .....

**Total Price:** .....

# PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM

## 1. BACKGROUND

The Agricultural Research Council (ARC) is a Research Science and Technology institution of excellence in South Africa. The ARC has a mandate for innovative and creative agricultural research, technology development and transfer aimed at the advancement of South African agriculture. Its operations are overseen by the ARC Council which is appointed by and accountable to the Minister for Agriculture.

To enhance the accuracy and efficiency of the contracted security officers' attendance tracking, the ARC is seeking to procure a reliable and advanced biometric fingerprint time and attendance system. This system will play a crucial role in streamlining our contract management processes by ensuring precise and secure record-keeping of contracted services.

The Agricultural Research Council (ARC) hereby invites suitably qualified and experienced service providers to submit bids for Provision of a biometric fingerprint time and attendance system.

## 2. PURPOSE

The purpose of this Request for Quotation (RFQ) is to solicit quotations from qualified suppliers for the supply, installation, and maintenance of a fingerprint attendance system. The proposed system should meet our technical specifications and functional requirements, enhancing our ability to manage and monitor attendance effectively across multiple geographical locations.

## 3. SCOPE OF WORK/ DELIVERABLES

The service provider is expected to adequately address all items referenced in the Scope of Work below:

Item Description	Description
<b>Fingerprint Capacity</b>	A minimum of 1000 users
<b>Record Capacity for Transactions</b>	200000
<b>Display (weather resistant) or service to install a stainless cover</b>	3.5-inch Screen
<b>Communication</b>	TCP / IP/4G, RS485 / RS232*, USB-host
<b>Power Supply</b>	DC 12V 1.5A

## PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM

<b>Verification Speed</b>	≤1 sec
---------------------------	--------

### Supply of Equipment:

- Fingerprint attendance devices compatible with networked systems.
- Necessary accessories and peripherals for the operation of the devices.
- Weatherproof devices or Units to be placed in weather-proof casing to protect the unit from environmental effect.

### Installation and Configuration:

- Installation of fingerprint attendance devices at designated locations.
- Configuration of devices to ensure seamless integration with existing network infrastructure.
- Setup of a centralized management system, either on-premises or cloud-based, to monitor and manage attendance data.

### Training and Support:

- Provide comprehensive training for designated personnel on the operation and management of the system.
- Offer ongoing technical support and maintenance services, including software updates and troubleshooting assistance.

### Integration and Data Management:

- Ensure compatibility and integration with existing access control systems (SoftCon System)
- Implement data security measures to protect sensitive information.

### Documentation:

- Provide detailed user manuals and technical documentation for the system and its components.

<b>BILL OF QUANTITIES</b>		
<b>Gauteng</b>		
1	Central Office (Hatfield)	1
2	Institute of Soil, Climate and Water (Arcadia)	1
3	Institute for Agricultural Engineering (Silverton)	1
4	Plant Production Research Institute (Roodeplaat)	1
5	Vegetable and Ornamental Plant institute (Roodeplaat)	1

## PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM

6	Onderstepoort Veterinary Institute (Onderstepoort)	1
7	Trans Boundary Animal Diseases (Onderstepoort)	1

### ICT Requirements

#### TAD

20m Cat6e UTP

1 x Blanking Plate

1 x Brush Panel

24 Port ClearLine Lightning Protection

1 x 8 Port Switch (*See Switch Specification Below*)

1 x 2 kvA UPS (*Online with C13 – C14 Power Cables for the switch*)

#### OVR (Gate)

1 x 9U 600mm (570(W) x 600(D) x 400mm(H)) (Swing Frame Rack with a depth of 100mm Shoulder) 1 x Blanking Plate

1 x Splice Tray

3 x Brush Panel

24 Port ClearLine Lightning Protection

1 x 8 Port Switch (*See Switch Specification Below*)

1 x 2 kvA UPS (*Online with C13 – C14 Power Cables for the switch*)

2x Single 1m Patch lead

#### For the Fibre Installation

110mm PVC Casing for the Fibre

300m Single Mode 4 Core (*This will new fibre is to provide network connectivity to the OVR Main Gate. A site assessment will need to be done to estimate the lengths required*)

Splicing is required for all cores

Trenching will be required for the new fibre route (Please see the attached diagram for the fibre route) 4 x 1 Gbps Single Mode SFPs

4 x 1.5m LC/LC Fibre Patch Leads Single Mode (SFP (mini-GBIC) transceiver module, Connectivity

Technology : Wired, Cabling Type : 1000Base-LX, Fibre Type : SMF)

1 x LC Panel

**Fibre test results to be provided after the installation.**

## PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM

### Switch Specification

Item	Quantity	Description
Switch Model	2	X435-8P-4S 8 Port Switch 10/100/1000BASE-T PoE+ half/full duplex 4x1/2.5G unpopulated SFP 1 AC PSU fanless
		<i>(Switches will be for the OVR Gate and TAD)</i>
Part Number		X435-8P-4S
Power Supply	2	PW NBD AHR X435-8P-4S
Part Number		95504-X435-8P-4S
Power Cable	2	Pwr Cord,10A,BS546,IEC320- C13
Part Number		10035
Mounting Bracket	2	Mounting brackets will be for the 8 Port Switches
Power duct	2	PVC 5way 5 x 3 Pin + 4 x 2
Sundries	56	M6 x 12mm (Cage Nut, Screw, Washer)
Rawl Bolts	12	

**See below notes**

**Notes:**

## PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM

Site	Quantity Of Network Points	Port Available
Ondersterpoort Veterinary Institute (Ondersterpoort)	1	No spare ports available. A new switch, etc. will be required ( <i>No existing network infrastructure available</i> )
Trans Boundary Animal Diseases (Ondersterpoort)	1	No spare ports available. A new switch, etc. will be required

### Specifications

- Category 6e
- All network points will terminate in the switch cabinets.
- New network points are to be clearly labelled and correspond to Switch Ports.
- **All new network points to connect to the lightning protection unit first and then to the switch (*NB: No network points shall be connected directly to the switch from the patch panel*)**
- Network points test results to be submitted.

Description	Quantity	Unit Price Vat Excl	Total Vat Incl
Fingerprint Scanner in weather resistant housing unit	<b>7</b>		
System Configuration	<b>7</b>		
Training and user manuals	<b>14</b>		
Support and Maintenance	<b>36 months</b>		
Labour			

## PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM

ICT equipment	<b>See detailed breakdown</b>		
Sundries- provide a detailed cost breakdown			
Contingency If this amount is not utilised the funds remain the property of the ARC and will not be paid to the service provider.	<b>10%</b>		
<b>Grand Total</b>			



## PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM

### 4. TERMS OF REFERENCES

4.1 Contractors shall provide to the ARC (accompanying the bid document on the closing date/time) with the following administrative and compulsory information as listed in the below format:

- a) A valid Tax PIN number from SARS.
- b) Standard Bidding Documents (SBD forms)
- c) Central Supplier Database report (CSD report) showing a tax compliant status for the during of the bidding process.

Note: Failure to submit the above-mentioned required information together with the bid document on the closing date will result in the contractor's bid to be rejected.

The following compulsory documents are required:

Document that must be submitted	Non-submission may result in disqualification.	
<b>Three reference letters on similar projects</b>	<b>Yes / No</b>	Bidders must submit three reference letters of successfully completed related or similar projects.
<b>Valid letter of good standing of the service provider from Private Security Industry Regulatory Authority (PSIRA).</b>	<b>Yes / No</b>	Bidders must ensure compliance with PSIRA requirements
<b>Valid PSIRA Company Registration</b>	<b>Yes / No</b>	Bidders must ensure compliance with PSIRA requirements
<b>Valid PSIRA of Directors</b>	<b>Yes / No</b>	Bidders must ensure compliance with PSIRA requirements
<b>Valid COIDA certificate</b>	<b>Yes / No</b>	Bidders required to submit COIDA Letter of Good standing
<b>Valid Softcon Letter of Good Standing</b>	<b>Yes / No</b>	Bidder must submit valid Softcon Software Control Services letter of good standing
<b>Softcon Software Installer Certificate</b>	<b>Yes / No</b>	Bidder must submit Softcon Software .Installer Certificate

## **PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM**

- a)** Interested suppliers are requested to provide a detailed quotation on the company letterhead that includes the following:
- Unit cost of each unit
  - Delivery timeline and terms.
  - Quote validity time
- b)** Blacklisted service provider/s who are on the National Treasury website will be disqualified.

### **5. GUARANTEES**

- ARC requires guarantees for a minimum of 12 months on all hardware.
- The supplier shall observe all relevant ISO and SABS standards or any applicable related regulations or standards.
- The supplier shall in detail document what is covered by the guarantee as well as the terms and conditions.
- Ensure all equipment and services comply with relevant industry standards and regulations.
- Adhere to data protection and privacy laws applicable to the handling of biometric data.
- The supplier shall in detail document what is covered by the Warranty and the duration for support services.