



**GAUTENG PROVINCE**  
COMMUNITY SAFETY  
REPUBLIC OF SOUTH AFRICA

**25 Pixley Seme Street, Johannesburg 2001, South Africa Tel: +27 11 689  
3600 Fax: +27 11 689 3650**

---

## **COMPULSORY BRIEFING SESSION DETAILS**

**A COMPULSORY BRIEFING SESSION HELD AT THE GAUTENG DEPARTMENT  
COMMUNITY SAFETY - PICC, NO 222 WITCH HAZEL AVENUE, CENTURION**

---

### **1. Opening Remarks**

Supply Chain Management declared the compulsory briefing session open and welcomed all the bidders in attendance.

### **2. Purpose of the Probity Auditors**

Supply Chain Management Official explained that open tender process aims to increase transparency, public accountability and integrity in the public procurement process by providing for the publication of procurement plans, quality assurance of the procurement process through the introduction of probity auditors, publication of tender status and adjudication in public for tenders above R2million.

### **3. Attendance**

The following members were present:

Supply Chain Management Officials, End User (Security Management) and Probity Auditors from Tholisiwe Chartered Accountants.

### **4. Apologies**

No apologies received.

## 5. Attendance Register

Bidder's were told to sign the compulsory site inspection and briefing session attendance register.

## 6. Tender Details:

**RFP Description:** Supply, Installation and Maintenance of Security Infrastructure at the Provincial Integrated Command Centre (PICC Building: Building A – E (CCTV, VIDEO Intercoms and Biometric for Access) for a Period of 3 Years

**RFP Number:** GT/GDCS/068/2024

**Customer Department:** Gauteng Department of Community Safety

### 6.1. Compulsory Briefing Session Details:

**Briefing Session Date:** 02 October 2024

**Briefing Session Time:** 10:00 - 11:30

**Briefing Session Address:** PICC, no 222 Witch Hazel Avenue, Centurion

## 7. Presentation by Supply Chain Management

### **Bidders were taken through tender administration process:**

- The GDCS Tender Box is generally open 7am - 7pm, 7 days a week.
- Bids / tenders submitted by fax will not be accepted.
- On the closing day all the watches in Tender Admin are synchronised with the Telkom time (1026).
- Tenders received will be published on website after 10 days of opening.
- All required information must be completed and signed (failure to do so may result in your Bid being disqualified):
- Supplier MUST be registered on CSD in order to tender, registration to National Central Supplier database – [www.csd.gov.za](http://www.csd.gov.za)
- Supplier development workshops is conducted on every Wednesday - GPT from 10:00 to 13:00.
- 124 Main Street, Marshalltown (Boardroom TF 13 on the 10<sup>th</sup> Floor)
- [Ivy.machaba@gauteng.gov.za](mailto:Ivy.machaba@gauteng.gov.za) / [Thandiwe.Zungu@gauteng.gov.za](mailto:Thandiwe.Zungu@gauteng.gov.za) & [Lana.Willet@gauteng.gov.za](mailto:Lana.Willet@gauteng.gov.za).
- To obtain GPT Supplier number bidders must contact GPT call centre on 0860 011 000 for any assistance with registration.

### **Tenders can be obtained on the following ways:**

- Downloading from website <http://www.gauteng.gov.za/Pages/Home.aspx>
- or for National e-Tenders portal <http://www.etenders.gov.za> for free
- Request to e-mail the document using e-mail address [tender.admin@gauteng.gov.za](mailto:tender.admin@gauteng.gov.za) for free

- All communication after this briefing session, before the closing date and time, must be directed to regarding bidding procedure may be directed to: [Thebe.Mereotho@gauteng.gov.za](mailto:Thebe.Mereotho@gauteng.gov.za) or [Cindy.Mabulu@gauteng.gov.za](mailto:Cindy.Mabulu@gauteng.gov.za) any enquiries regarding technical information may be directed to: [Paul.Mente@gauteng.gov.za](mailto:Paul.Mente@gauteng.gov.za) or [Zanele.Mathiba@gauteng.gov.za](mailto:Zanele.Mathiba@gauteng.gov.za)
- Tenders must be packed separately, but placed in one envelope and containing the following information:
  - Tender No, Closing Date, Company Name
- On or before closing day the tenders must be submitted in the tender box Gauteng Department of Community Safety, 25 Pixley ka Isaka Seme Street, Marshalltown, Johannesburg.
- No late bids (after the closing time at 11:00) will be accepted.
- The GDCS Tender Box is generally open 7am - 7pm, 7 days a week.
- Bids / tenders submitted by fax will not be accepted.
- On the closing day all the watches in Tender Admin are synchronised with the Telkom time (1026).
- Tenders received will be published on website after 10 days of opening. <http://e-tenders0T.gauteng.gov.za/pages/awarded-open-tenders.aspx>
- All required information must be completed and signed (failure to do so may result in your Bid being disqualified):
  - The tender was advertised on the National Treasury Portal [www.etenders.gov.za](http://www.etenders.gov.za)
  - The RFP closing date and time is on 18 October 2024 at 11h00 promptly. No late bids (after the closing time at 11:00) will be accepted.
  - The tender was advertised on e-Tender Portal & National Treasury website on 27 September 2024.
- Compulsory Briefing Session & Site Inspection 02 October 2024 at 10:00 – 11:30 - Venue at the PICC, no 222 Witch Hazel Avenue, Centurion.

## 7.1 Presentation by Supply Chain Management

Bid Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA) (Act 5 of 2000), the Preferential Procurement Regulations (PPR) of 2022, and the GDCS Supply Chain Management Policy.

**Stage One (1)** of the evaluation, will comprise of **Administrative Mandatory and Functionality Evaluation: Desktop Evaluation**

- Stage 1A: Administrative Compliance Evaluation
- Stage 1B: Technical Evaluation (Checklist)
- Stage 1C: Functionality Evaluation – Desktop

**Stage Two (2)** of the evaluation, will be based on the **Price and Preference Point System**, as per Regulation 4 of the PPR, 2022.

**Price** = 80 points

**Preference Point – Specific Goals** = 20 points

## 7.2 Presentation by the End-User

- **Scope of Work**
- **Technical Specifications**
- **Supply and installation of security CCTV Cameras.**
- **Install hundred and three (103) static cameras(bullet) and twenty (20) PTZ cameras.**
- **PTZ Camera Specification**
- **Biometric Readers**
- **Set up and installation of a professional centralised CCTV Camera Monitoring rooms with eight 65" led screens (security control**
- **Installation of a video intercom**

## 8. Briefing Session (Questions, Answers and Resolutions)

- **Question:** In case of Joint Venture and the main bidder who should submit the PSIRA certificate
- **Answer:** The resolution was taken that only the main bidder should submit the PSIRA certificate. All JV/Consortium proposals must include the individual companies/parties' information:
  - ✓ Latest audited financial statements for the past two (2) years or submission of annual financial statement that complies with the Companies Act;
  - ✓ Valid SARS Tax Compliance Status (TCS) Pin;
  - ✓ Copy of Company Registration Certificate (CIPC);
  - ✓ Certified copies of ID's for Members / Directors;
  - ✓ Proof of registration with the National Treasury Central Supplier Database (CSD);
  - ✓ Completed and signed Preference point Claim Form (Pref00) / (SBD 6.1) – Should be completed and signed even if the bidder is not interested in claiming the specific goals
- **Question:** In terms of the reference letter, should the bidder submit a reference letter of a different project.
- **Answer:** The bidder should submit a letter of similar projects completed by the bidder (contactable references - **letters of reference on the client's letterhead signed by an authorized person. (Note. letters not in the above format will not be evaluated)**)
- **Question:** Are the bidders going to be given an architecture drawing and study done by electrician for them to be able to do proper drawing.  
**Answer:** The floor plans will be shared with the winning bidder, however bidders are welcomed to request a separate site visit during the week to go do their assessment of the facility and take measurements.

- **Question:** On page 20 of the document and 21 & 26 of the document there are different specification mention which one to follow, there are number of NVR channel mention the bidder need a clarity on which channel should be install
- **Answer:** four (4) 32 channels NVR must be installed.
  
- **Question:** Is there any standardized cable which is preferred? Or are they allowed to use solid copper?
- **Answer:** The department doesn't have a preferred cable however the bidder must use quality approved cables.
  
- **Question:** on page 27 of the document, are there any specific brand needed for the equipment
- **Answer:** Any quality approved brand can be supplied.
  
- **Question:** What is the validity period for the tender price?
- **Answer:** The validity period is 90 days.
  
- **Question:** which doors must the video intercom and biometrics be installed?
- **Answer:** The video intercoms must be installed at the main entrances of the buildings and must be linked to the reception desk.
  
- **Question:** We think that dome cameras should be installed in the corridors(inside) and bullet cameras should be for the surroundings(outside). Can we supply both? If yes, how many domes and bullets?
- **Answer:** Bidders are advised to quote according to the specification.

**Note!**

- Bidders are expected to provide evidence of complaints management process and Turn-around times for addressing customer complaints.
- Bidders must ensure that they Provide contactable references - **letters of reference on the client's letterhead signed by an authorized person for** Number of similar projects completed by the bidder, not purchase orders or letters of award.
- Bidders must complete and sign a compulsory site inspection and briefing session certificates (RFP4.1) & (RFP4.2) stamped by Gauteng Provincial Treasury and signed by Gauteng Department of Community Safety; stamped by Gauteng Provincial Treasury and signed by Gauteng Department of Community Safety.

## Resolutions:

- It was emphasized that the bidders are required to provide their own pricing schedule, The bidder must provide a detailed pricing schedule comprising of all product and services and products offered for the duration of the project - The total price per the breakdown must be the same as per the SBD 3.1 (RFP06).

RFQ-MICT-108-2023-DEVICE-T... Annexure A1 Procurement Plan... GT GDSCS 072 2024 - SECTION... GT GDSCS 072 2024 - SE... x + Create

All tools Edit Convert E-Sign Find text or tools AI Assistant

**CONDITIONS**

- All goods or services purchased will be subject to General Conditions of Contract.
- All prices quoted must be inclusive of Value Added Tax (VAT) and prices must be quoted in South African currency.
- In case of goods all delivery and/or carriage charges must be included in the offered price(s) and goods must be delivered to the address indicated on RFP 01.
- All delivery lead times submitted must be firm.
- Firm prices, being prices deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise, are preferred to variable prices.
- In case of bidding a price(s) subject to variance, please supply full details by completing RFP 07.
- If an estimated quantity is called for, no guarantee is given that this or any quantity will be bought by GPG.

**PRICING**

ITEM NO	ESTIMATED QUANTITY	DESCRIPTION	UNIT OF MEASURE

**PRICE PER UNIT OF MEASURE (including VAT)\*** R

How many days from the Closing Date of the Bid is the offer valid?

**DELIVERY**

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER (PLEASE STATE IN HOURS, DAYS, WEEKS OR MONTHS)

Is the delivery period(s) per item firm? (Also see condition no 4 on RFP 06 page 1 of 3)

Y  N

**MODEL, SPECIFICATION AND GUARANTEE**

Brand and model

Is the offer strictly as specification? Y  N

- Bidders should provide total (project value) price \* instead price per unit of measure (including vat)\*on SBD 3.1 (RFP06).
- Department will e-mail the briefing session attendance register and briefing session minutes to all bidders who attended the briefing session, will comply with all privacy laws (including the Protection of Personal Information) by not publishing the contacts, signatures and e-mail address of the bidders.
- An email for Department of Treasury will be share for those who do not have a vendor number so that they can be able to register. [Ivy.machaba@gauteng.gov.za](mailto:Ivy.machaba@gauteng.gov.za) / [Thandiwe.Zungu@gauteng.gov.za](mailto:Thandiwe.Zungu@gauteng.gov.za) & [Lana.Willet@gauteng.gov.za](mailto:Lana.Willet@gauteng.gov.za)
- In a case of Joint Venture / Consortium; bidders must submit a joint venture or consortium agreement signed by all parties and indicate the percentage split for roles and responsibilities,
  - All JV/Consortium proposals must include the individual companies/parties' information.
    - ✓ Latest audited financial statements for the past two (2) years or submission of annual financial statement that complies with the Companies Act;
    - ✓ Valid SARS Tax Compliance Status (TCS) Pin;
    - ✓ Copy of Company Registration Certificate (CIPC);
    - ✓ Certified copies of ID's for Members / Directors;
    - ✓ Proof of registration with the National Treasury Central Supplier Database

- (CSD);
- ✓ Completed and signed Preference point Claim Form (Pref00) / (SBD 6.1) – Should be completed and signed even if the bidder is not interested in claiming the specific goals

**Note!**

- Bidders are expected to attach with the bid a Site Inspection and Briefing Session Certificates (RFP4.1) & (RFP4.2) stamped by Gauteng Provincial Treasury and signed by Gauteng Department of Community Safety.
- Bidders should make sure that all documents are stapled and binded.
- Bidders must ensure that letters of reference are signed by the authorized person.
- Bidders who did not attend a compulsory briefing session at Gauteng Department of PICC, no 222 Witch Hazel Avenue, Centurion will be disqualified.

**7. Adjournment**

- Supply Chain Management issued a site inspection and briefing session certificates (RFP4.1) & (RFP4.2) stamped by Gauteng Provincial Treasury and signed by Gauteng Department of Community Safety; stamped by Gauteng Provincial Treasury and signed by Gauteng Department of Community Safety – SCM Official to all the bidders present.
- End User thanked all bidders present and adjourned the meeting at **11:30**.

**REFER TO TENDER NOTICE ERRATUM BELOW:**



TENDER NOTICE  
ERRATUM GPT.pdf