



state security

State Security Agency  
REPUBLIC OF SOUTH AFRICA

SBD 1

PART A  
INVITATION TO BID

|                                                                                           |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------|-------------------------------|---------------------------------------------------------------------------------------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY) |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| BID NUMBER:                                                                               | SSA/30/2022-23                                                                                                                                                                                                                                                                            | CLOSING DATE: | 18 November 2022                    | CLOSING TIME:                 | 11:00                                                                                 |
| DESCRIPTION                                                                               | REQUEST FOR EXPRESSION OF INTEREST AND REQUEST FOR INFORMATION TO POTENTIAL SERVICE PROVIDERS TO DESIGN AND INSTALL, MAINTAIN THE GAS DETECTION AND SUPPRESSION SYSTEM IN THE DATA CENTRES AND MAINTAIN THE FIREFIGHTING EQUIPMENT IN THE SSA HEAD OFFICE FOR A PERIOD OF FIVE (5) YEARS. |               |                                     |                               |                                                                                       |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)       |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| SSA Headquarters Reception                                                                |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| Musanda Complex                                                                           |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| R50 Delmas Road                                                                           |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| Rietvlei, PRETORIA                                                                        |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| Joe Nhlanhla Street 377-JR, Rietvlei, Pretoria                                            |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:                                           |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| CONTACT PERSON                                                                            | Ms. Nandi Sibande                                                                                                                                                                                                                                                                         |               |                                     |                               |                                                                                       |
| TELEPHONE NUMBER                                                                          | +27 (12) 426 2548                                                                                                                                                                                                                                                                         |               |                                     |                               |                                                                                       |
| E-MAIL ADDRESS                                                                            | <a href="mailto:nandis@ssa.gov.za">nandis@ssa.gov.za</a>                                                                                                                                                                                                                                  |               |                                     |                               |                                                                                       |
| THERE WILL BE A COMPULSORY BRIEFING SESSION FOR THIS TENDER                               |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| SUPPLIER INFORMATION                                                                      |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| NAME OF BIDDER                                                                            |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| POSTAL ADDRESS                                                                            |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| STREET ADDRESS                                                                            |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| TELEPHONE NUMBER                                                                          | CODE                                                                                                                                                                                                                                                                                      |               | NUMBER                              |                               |                                                                                       |
| CELLPHONE NUMBER                                                                          |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| CONTACT PERSON                                                                            |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| E-MAIL ADDRESS                                                                            |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| VAT REGISTRATION NUMBER                                                                   |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
|                                                                                           |                                                                                                                                                                                                                                                                                           |               |                                     |                               |                                                                                       |
| SUPPLIER COMPLIANCE STATUS                                                                | TAX COMPLIANCE SYSTEM PIN:                                                                                                                                                                                                                                                                |               | OR                                  | CENTRAL SUPPLIER DATABASE No: | MAAA                                                                                  |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                              | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                      |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT |                               | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

|                                                                                               |                                                                                    |                                                                                 |                                                                                                       |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ] |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

NAME AND SURNAME OF THE BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## 1. PROJECT DEFINITION

Request for expression of interest and request for information to potential service providers to design, install and maintain the fire protection systems in the SSA Head Office.

## 2. OUTCOMES FOR THE PROJECT

2.1 The successful Bidder is required to Design, Supply, Install, Commission, Maintain the gas detection and suppression system in the SSA Data Centers, including maintenance of all the firefighting equipment to ensure that the following needs are addressed:

- **Design, Supply, Install, Commission and Maintain** a new fire protection system for the main Data center and maintain existing systems in smaller (9) Data centers around the SSA Office premises.
- **Compile drawings for future reference and to obtain approval** from the City Council for the fire system of the main Data center and other smaller Data centers.
- Install, commission and maintain an **IP based Public Address System** in the main **Data center and in the smaller/mini Data centers** for early warning and evacuation.
- Provide an automated but safe for human ingestion fire suppression system (in-line with the Montreal Protocol and other legal requirements).
- Project manage the above processes, arrange **final inspections and ensure approval** by the City Council.
- Propose requirements for maintenance of fire detection and gas suppression system equipment to ensure compliance with legal requirements and best practices for fire.
- Install a **dedicated Communication System**, which can assist the SSA to remotely connect to the local emergency services in case of fire.
- Link all the **Public Address Systems and early warning systems** listed above to the **Control Room**.
- Maintenance of all the Firefighting Equipment at the SSA's Head Office.

### 3. Process

- 3.1.1 Potential bidders/service providers are invited to respond to this Expression of Interest (EOI)/Request for information (RFI). Through this stage, bidders must meet the criteria stated and obtain positive security screening to proceed to the RFP stage.
- 3.1.2 Only bidders who qualify from the EOI/RFI will be invited to a Compulsory Briefing Session where they will be provided with a controlled document (confidential) and invited to respond to the Request for Bids/Proposal. The service provider will be required to sign non-disclosure forms and others. Any unauthorised distribution and/or revelations of the contents of the document to unauthorised parties may lead to disqualification and/or cancellation of that service provider's proposal/offer.
- 3.1.3 Bidders must submit their bids or proposals within 21 days. Once the bid invitation closes, the bids will be evaluated using the criteria provided to identify a preferred bidder and/or runner-up bidder for appointment by the Accounting Officer.

| <b>All Service Providers MUST comply with the following requirements:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |    |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|--------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes | No | Detail |
| Service Providers must be a South African company                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |    |        |
| Service Provider must have a proven track record of at least 5 years in the design, installation and maintenance of fire protection systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |    |        |
| Service Provider must be willing to undergo security screening:<br>If yes, please submit the following: <ul style="list-style-type: none"><li>Names of Directors, including any previous names</li><li>ID numbers</li><li>Date and place of birth</li><li>Nationality / nationalities, including any previous nationalities</li><li>Place of residence (permanent, temporary and actual)</li><li>A declaration of interest that shall include a full disclosure of ownership and/or shareholding in the concerned and other companies and close corporations, directorships and related parties within the Intelligence Community</li><li>Comprehensive Company profile</li><li>SARS Tax Certificate</li><li>All relevant industry registration information and compliance certificate (if applicable)</li><li>Proof of Directorship/shareholding (and changes if applicable)</li><li>Identity documents of Directors / Members/ shareholders / Sole Proprietor (to be involved in the project)</li></ul> |     |    |        |

|                                                                                                                                                                                                                                                                                        |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <ul style="list-style-type: none"> <li>• Proof of BEE compliance (Scorecard) (if applicable)</li> <li>• Three letters of good standing (References)</li> </ul>                                                                                                                         |  |  |  |
| Service providers to be registered with SAQCC Fire                                                                                                                                                                                                                                     |  |  |  |
| Service providers to be registered with FDIA                                                                                                                                                                                                                                           |  |  |  |
| Service provider to be PSIRA Accredited                                                                                                                                                                                                                                                |  |  |  |
| Service provider to be registered with COIDA                                                                                                                                                                                                                                           |  |  |  |
| Service provider to be have CIDB grading of 3CE, 3EB and 5SF or higher                                                                                                                                                                                                                 |  |  |  |
| <b>Capacity to design, install and maintain fire protection systems</b> incl. Human, financial, tech, etc. (qualifications, skills, knowledge, expertise, experience)                                                                                                                  |  |  |  |
| Relevant resources at all levels: Project Manager, OHS representative, Fire specialist, ECSA registered Professional Engineer (Pr. Eng. or Pr. Tech. Eng.), SAQCC certified Installers.                                                                                                |  |  |  |
| <b>Areas of expertise</b><br>Design of fire detection and suppression systems.<br>Installation and maintenance of fire detection and gas suppression system.<br>Integration of access control and fire system.<br>Integration of the fire system to the Video Management System (VMS). |  |  |  |

**NB: Only service providers who fully comply with the above requirements will be engaged in the RFP process.**