



RFQ Number	SEDFA S001 2025
Issue Date	05 May 2025
Closing Date	15 May 2025, by no later than
Submission instruction and Information	please contact SEDFA Mpumalanga Provincial Office at 013 755 8730. All proposals must be submitted to the following email address: nmathaba@sedfa.org.za .



TERMS OF REFERENCE

1. Purpose

Seeking Alarm System - 24/7-armed response services for a period of 24 Months.

2. Background

Sedfa is an organization consisting of one main office (Mpumalanga Provincial Office) and five branches across the Mpumalanga province, in all the Districts. Below are the physical addresses of all five office:

The Provincial Office & Ehlanzeni Branch:

16 Brander Street,
16 Brander Trust Building
First Floor, Suite 102
Nelspruit, 1200
PO Box 4672, Nelspruit, 1200

Nkomazi Branch:

Rotunda Circle,
Lorenco Street, Malelane, 1320
PO Box 203, Malelane, 1320

Bushbuckridge Branch:

Shop 21, Simunye Shopping Centre,
1263 Arend Street, Hazyview
PO Box 1012, Bushbuckridge, 1280

Nkangala Branch:

1st floor, Level 2-1A, Saveways Shopping Centre
Crn Mandela Road and OR Tambo street, Witbank, 1035
PO Box 1494, Witbank, 1035

Gert Sibande Branch:

South Wing Govan Mbeki Building,
Lurgi Square, Secunda, 2302
PO Box 5390, Secunda, 2302

3. Scope of Work

Supply and installation of Security Alarm System (24/7-Armed Response) for a period of 24 Months.

- Security Alarm System.
- Program keypad with user codes to arm & disarm alarm.
- Inside sensors.
- 24/7-armed response.



- Must be able to produce access reports.
- Emergency Exit Button.
- Panic Button.
- Walk-through Metal Detector.
- Produce Certificate Of Compliance after installation and programming.

There are currently inside sensors and power supply units in all offices therefore Service Providers are required to do site assessment prior quoting.

Site visit/survey date should be communicated in less than two days, after receiving the request, from the starting date of the RFP, but before the closing date.

NB. Service Provider must include installation.

4. Project Deliverables & Time Frames

To connect the alarm system that is currently in our offices to the company system.

To sync Sedfa radio system frequency with the Security Service Provider.

To programme keypad with user codes to arm and disarm alarm.

To produce access reports.

To activate emergency exit button.

Maintain Panic button in five offices and install one at Ehlanzeni Branch.

Install a walk-through metal detector.

Produce Certificate of Compliance after installation and programming.

5. Seda's Roles and Responsibilities (if applicable)

Manage and monitor the project and the system. For more information, please contact SEDFA Mpumalanga Provincial Office at 013 755 8730. All proposals must be submitted to the following email address: nmathaba@sedfa.org.za.

6. Travel and Accommodation (if applicable)

N/A.

7. Information required in the Proposal/Quotations

Supply and installation of Security Alarm System (24/7-Armed Response) for a period of 24 Months.

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- Program keypad with user codes to arm & disarm alarm.
- Inside sensors.
- 24/7-armed response.
- Must be able to produce/access reports.
- Emergency Exit Button.
- Panic Button.
- Metal Detector.

There are currently inside sensors and power supply units in all offices therefore Service Providers are required to do site assessment prior quoting.



Site visit/survey date should be communicated in less than two days, after receiving the request, from the starting date of the RFP, but before the closing date.

NB. Service Provider must include installation.

Suppliers must provide a quotation that meets the exact requirements.

8. Evaluation of the Proposal

8.1 Phase 1: SCM Document Assessment Criteria

The following criteria will form the basis of the evaluation all price proposals and failure to comply may result in the elimination of the price quotation for further evaluation:

- Submission of completed and signed SBD 4; and
- Submission of completed and signed SBD 6.1

8.2 Phase 2: Prequalification Criteria

The following pre-qualification criteria will form the basis of the evaluation of all price quotations and failure to comply will result in the elimination of the price quotation for further evaluation:

- Company profile showing a minimum of 3 yrs experience.
- CVs of Technicians.
- Proof of five armed response Vehicles.
- 3 Reference letters.
- Proof of registration with PSIRA.
- 3 Previous Armed Reaction Experience Reports.
- Proof of registration for issuing Certificate Of Compliance.

8.3 Phase 3: Functionality Criteria

The following criteria will be used for evaluating all price quotations that met the assessment criteria on the basis of functionality where price quotations must score a minimum of **(70 points)** for functionality to qualify for further evaluation in terms of the 80/20 preference points system.

	Functionality Criteria	Points Allocation
1.	Experience/Track Record 1 - 3 years (10 Points) 3 - 5 years (20 Points) 5 and above (30 Points)	30

2.	Technical Capability (experience of the technicians and availability of resources including response vehicles) 1 - 2 years (10 Points) 3 - 5 years (20 Points) 5 - 7 years (30 Points) 8 and above (40 Points)	25
3.	Proof of registration with PSIRA	30
4.	Proof of registration to issue Certificate Of Compliance	15
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		100

8.4 Phase 4: Preference Points System

Only qualifying price quotations that achieved the minimum points for functionality will be evaluated further on the 80/20 preference points system as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Specific Goals as per the SBD 6.1	20
Total Points		100

Specific Goals and points claimed are indicated per table below:

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Micro Enterprise	8	
Small Enterprise	5.6	
Medium Enterprise	3.2	
Large Enterprise	0.8	

Ownership (Align to BBBEE points allocation)								2	
L1	L2	L3	L4	L5	L6	L7	L8		
2	1.75	1.50	1.25	1	0.75	0.25	0		
Targeted Group: Youth								6	
Target Group: Non-Youth								1.8	
Spatial: Rural								4	
Spatial: Townships								2.4	
Spatial: City								0.8	

9. TERMS AND CONDITIONS

- 9.1 Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- 9.2 No late price quotations will be accepted under any circumstances.
- 9.3 Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- 9.4 Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE), CIPC, Copy of Utility Bill/Lease Agreement/Title Deed will result in no preference points being awarded for Specific Goals.
- 9.5 Suppliers/service providers must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies of Shareholders/Directors/Members/Partners
- 9.6 Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- 9.7 Service providers/suppliers must submit a valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services (SARS) certifying that the taxes of the service provider/supplier are in order must be submitted at the closing date and time of the RFQ/Bid.
- 9.8 The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable)
- 9.9 Consultant's travel arrangements must be in line with the government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometers according to the rates set by the Department of Transport] (if applicable).



9.10 This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed at the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

SEDFA wishes to thank you in advance for your price quotation.