



CCMA

COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

National Office

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REQUEST FOR QUOTES

The Mpumalanga Office of the CCMA invites service providers to submit quotations based on the specification attached

RFQ NO:	183138-07/001 CCMA PE BIOMETRICS MAINTENANCE			
DESCRIPTION OF GOODS AND SERVICES REQUIRED AND DELIVERY:	Biometric Maintenance Access System for Gqeberha CCMA Office, for the period of 5 Months from 1st September 2022- 31 January 2023 See Attached Specification.			
DELIVERED TO	CCMA PORT ELIZABETH, CCMA HOUSE, 1070 Govan Mbeki Avenue Port Elizabeth 6001.			
ISSUING DATE:	22 July 2022			
CLOSING:	TIME:	11:00	DATE:	03 August 2022
	1. Price and B-BBEE			80 points
				B-BBEE: 20 points
QUOTATION VALIDITY PERIOD:	90 Days			
CONTACT PERSON: SPECIFICATION ENQUIRIES:	CZARINA 041 509 1001			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be sent via email to: Rfq@ccma.org.za All quotations need to be signed and on an official letterhead. All quotes must be on a company's letterhead			



CCMA

COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

Port Elizabeth

97 Govan Mbeki Avenue, Port Elizabeth, 6000

Private Bag X22500 Port Elizabeth, 6000; Tel (041) 509 1000; Fax (041) 586 4585

Email: PE@CCMA.org.za

SPECIFICATION

FOR MAINTENANCE OF BIOMETRIC
ACCESS SYSTEM FROM 1 SEPT 2022 UNTIL
END OF CONTRACT 31 JANUARY 2023--5
MONTHS

Contents

SECTION 1	Introduction and Background.....	3
SECTION 2	Non-Negotiable Minimum Requirements	4
SECTION 3	Scope of Work	7
SECTION 4	Specification	8
SECTION 5	Returnable documents.....	10

SECTION 1 Introduction and Background

The Commission for Conciliation, Mediation and Arbitration (CCMA) is an independent and autonomous organization that was established by the Labour Relations Act of 1995 (LRA) to deliver dispute prevention and resolution services to the people of South Africa. The core mandate of the CCMA, as one of the organisations charged with implementing the LRA, is derived from the purpose of the LRA which, amongst others, is to advance economic development, social justice, labour peace and the democratisation of the workplace.

The CCMA places a high standard on the well-being and safety of its employees and assets and stakeholders; and acknowledges that the costs involved in accidents, incidents, security risks and exposures affect the well-being of employees, productivity and integrity the organisation and its processes and also create a negative image with subsequent impact on users and stakeholders and is therefore committed to create a healthy and safe working environment for its employees, users and stakeholders.

The CCMA Port Elizabeth requires bidders to provide proposals for maintenance and upkeep of existing biometric access control on first and second floors.

The CCMA's existing current software for biometric system was installed by Multivid in 2011 but company is now called Jasco.

Cognisance will be given to bidders who members in good standing of the Private Security Industry Regulatory Authority (PSIRA).

SECTION 2

Non-Negotiable Minimum Requirements

To be completed by the Bidder

If any **“No”** and no proof of documentation attached to the requirements, ***the bid will be automatically eliminated.***

		CONFIRM COMPLIANCE BY BIDDER	CONFIRM COMPLIANCE BY CCMA (BEC)
1.	SERVICE PROVISION AND EQUIPMENT		
	Will deliver technical biometric services to CCMA Port Elizabeth – 97 Govan Mbeki Avenue, Port Elizabeth as listed under Section 3 within three (3) weeks from date of order	(YES / NO)	(YES / NO)
	Technical or commercial information (specification sheets, brochures, etc.). All the security equipment must be supported by photographs, brochures, model/series codes/numbers, technical specifications sheets and any other material that could assist the evaluation committee on the relevance of technical specifications, ergonomics, quality, robustness, etc.	(YES / NO)	(YES / NO)
	Detailed description regarding the warranty periods offered, the delivery times and technical support response availability provided.	(YES / NO)	(YES / NO)
	All hardware and software (including the Windows operating system) required to make programming changes to the biometric access shall be included with the system. Hard copies of all software licenses shall be provided.	(YES / NO)	(YES / NO)
	All systems shall be configured to be managed onsite. Certain systems may require the ability to be remotely controlled and configured (as specifically identified on a site by site basis).	(YES / NO)	(YES / NO)

2.	COMPLIANCE AND REGISTRATION		
	Documentary proof of registration with regulatory body like the PSIRA attached.	(YES / NO)	(YES / NO)
3.	GENERAL		
	a) Provided evidence in the form of company profile and at least three (3) traceable <i>corporate/state enterprise</i> references.	(YES / NO) (YES / NO)	(YES / NO) (YES / NO)
	b) All equipment shall remain the sole property of CCMA and the installing company will not retain ownership or control of the system.	(YES / NO)	(YES / NO)
	c) The contractor shall not sub-contract any portion of the installation without prior approval of CCMA.		
4.	DOCUMENTATION		
	The contractor shall provide the following documentation for each system:		
	a) All user manuals	(YES / NO)	(YES / NO)
	b) All installation manuals	(YES / NO)	(YES / NO)
	c) As-built drawings showing location of all devices, controls, demark connection, panels and keypads	(YES / NO)	(YES / NO)
	d) All zones shall be clearly identified on the drawings.	(YES / NO)	(YES / NO)
	e) Electrical panel circuit breaker shall be clearly identified and noted on both the panel cover and as-built drawings	(YES / NO)	(YES / NO)
	f) A printout of the monitoring company activity report that verifies full system testing	(YES / NO)	(YES / NO)
	g) Device verification sign-off sheets	(YES / NO)	(YES / NO)
	h) Manufacturer's cut sheets for all devices	(YES / NO)	(YES / NO)
	i) Warranty Certificate	(YES / NO)	(YES / NO)

5.	TRAINING		
	Training shall be provided for each individual system as required by this document. Training shall include a minimum of two (2) hours per individual system and shall be conducted at a time that is mutually agreeable to both the contractor and the CCMA.	(YES / NO)	(YES / NO)
6.	WARRANTY		
	a) The warranty period with respect to the Contract is (twelve months) from the certified date of Substantial Performance of Work.	(YES / NO)	(YES / NO)
	b) Defective equipment to be repaired at site, and failing this a suitable replacement unit shall be supplied to keep the system operational until the original unit is returned.	(YES / NO)	(YES / NO)
	c) Warranty certificate must include all Company contact information (address, contact person(s), telephone (regular hours and emergency after hours, fax and email) with master Maintenance Manuals.	(YES / NO)	(YES / NO)
7.	OPERATIONAL REQUIREMENTS		
	a) Electronic security systems installed in the CCMA facilities shall operate on a 24-hour basis throughout the year.	(YES / NO)	(YES / NO)
	b) All systems shall include sufficient back up power supply to operate all devices simultaneously. The backup power system shall have sufficient capacity to operate the entire system for a minimum of 24 hours under normal operating conditions.	(YES / NO)	(YES / NO)
	c) All electronic equipment and systems will be inclusive of power supply, network switches, cabling, access control software, etc.	(YES / NO)	(YES / NO)

SECTION 3 Scope of Work

To continuously ensure that the CCMA's resources and stakeholders are protected in an effective and efficient manner against any potential threats or risks that may hinder the organisation's ability to realise its goals and objectives as envisaged in its vision and mission statements. The following security equipment with attendant software and services will be supplied, installed and maintained at the following below CCMA address on an as and when contract basis.

OFFICE	CONTACT PERSON	ADDRESS
CZARINA PILLAY		
Port Elizabeth	Czarina Pillay	97 Govan Mbeki Avenue, Port Elizabeth, 6000 Tel: 0141 509-1000
Floors		1st Floor (existing floor) 2nd Floor (existing floor)

SECTION 4 Specification

The service provider should provide information on the following areas with management reporting capability:

1.1	Maintenance & Installation of Access System	Quantity
	a) Wall mount Reader Biometric Access Control Sagem Readers or equivalent to	18
	b) Fixed open door push buttons for Reception Areas: 1 st and 2 nd Floor	2
	c) Power Supply Units	8
1.2	Maintenance & Install - IP CCTV Cameras (Dome) (floor 6, 8 & 13)	Quantity
	a) Day and Night resolution cameras b) IP fixed dome camera indoor type c) Only high quality static, dome and pan/tilt/zoom (PTZ), COD cameras and lenses must be installed (auto-iris and auto-focus lenses only) d) Video software e) Digital time lapse/real time recorders f) Multiple password protection for administrators g) Capability to display maximum of 42 cameras on single monitor h) Storage capability for one month	18
1.3	Security Control Equipment	Quantity
	a) 40 inch TV Screen display (shows cameras and Biometric Access)	1
	b) Dongle & Take on Reader	1
	c) NVR - 64 port – 6TB	1
	d) Back-up Solution	

1.4	Door Controllers /Automatic Door Closers – New Installation	Quantity
	a) Magnetic Locks & Accessories on all doors of the building (including emergency exit doors) 1st Floor entrance and Emergency Exit installation Maglocks 2nd Floor entrance and Emergency Exit installation Maglocks Ladies toilet	 2 2 1
1.5	Break Glass Units	Quantity
	Emergency Door Release	2

DESCRIPTION	TOTAL	DESCRIPTION	TOTAL
Total wall mounted Biometric access New Readers			7
Total wall mounted Biometric access Existing Readers	36		
Total	36	Total	7

Bidders who met the non-negotiable minimum requirements will be considered for Price and B-BBEE evaluation.

Price and B-BBEE	Weight
Price	80
B-BBEE	20
Total	100

SECTION 5 RETURNABLE DOCUMENTS

MANDATORY DOCUMENTS

Reference No	Document Description	Compliant	Non-Compliant
1.	Private Security Industry Regulatory Authority (PSIRA) *		
2.	Completed Section 2 of this RFQ document*		
3.	SBD 2 Declaration of Good Standing Regarding Tax*		
4.	SBD 4 Declaration of interests*		
5.	SBD 6.1 Preference points claim form in terms of the Preferential Procurement Regulations 2011*		
6.	SBD 8 Declaration of Bidder's Past Supply Chain Management Practices*		
7.	SBD 9 Certificate of independent bid determination*		
8.	B-BBEE Certificate		
9.	CSD Report		
10.	Price Quotation		

NB: Failure to submit documentations marked with * will result with disqualification of the proposal.

.....
Print Name

.....
Date

.....
Capacity

.....
Signature

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

TO THE CCMA

PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

By signing this referral form;

- a) I/we hereby grant my/our voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013.
- b) I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty.
- c) I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty.
- d) I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available. Further details are available on the CCMA website.

SIGNED AT _____ ON THIS _____ DAY OF _____ 2021

COMPANY NAME: _____

INITIAL AND SURNAME OF REPRESENTATIVE OF THE COMPANY: _____

SIGNATURE OF REPRESENTATIVE OF THE COMPANY: _____