

REQUEST FOR PROPOSAL: IT 21/05 C PROVISION OF IP CAMERAS

Your Company Name:.....

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Please note: This is not the complete document. Document must be requested as per tender advert.

NOTE! – PLEASE READ THE WHOLE TENDER DOCUMENT BEFORE ATTENDING THE COMPULSORY SITE BRIEFING
Service providers are cautioned that it remains their responsibility to familiarise themselves with the tender document before attending the compulsory site briefing session. The rationale behind the compulsory site briefing is to discuss any concerning issues that can be brought to the attention of the College and the other Service Providers. Final changes to the document will be made from this briefing session and thereafter no other changes will be entertained. Therefore, it is important that any representative you send is a subject matter expert with regards IP Cameras and maintenance.

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SECTION 1: NOTICE TO BIDDERS

1. TENDER REQUEST

Responses to this Request for Proposal [hereinafter referred to as RFP] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as the Provision of IP Cameras.

Any additional information or clarification will be emailed to all Respondents, if necessary.

2. TENDER SUBMISSION

Deposit the tender into the Tender Box, before the closing hour, on the date shown below. It must be enclosed in a sealed envelope, having the following inscribed on the outside:

RFT No : IT 21/05 C
Description: : Provision of IP Cameras to Majuba TVET College
Closing date and Time: : 21 October 2021 @ 12H00(Noon) (No late tenders will be accepted)
Address: : 83 Allen Street, Newcastle
Compulsory Briefing Session : Yes
Date : 13 October 2021
Time : 09h30 (Strict)
Venue : Central Office Boardroom

Note!

The formal briefing session is compulsory. Tenders will not be accepted from Service Providers who have not attended this briefing session. Service Providers that arrive 5 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or sign the attendance register.

Representatives attending the formal briefing session on behalf of the Service Provider (Owners /Directors) must present a letter confirming representation on their behalf. Failure to present this letter will exclude the representative from attending the briefing session.

These representative must have a background on IP Cameras and maintenance. The College will not entertain queries from Service Providers on already discussed matters from the briefing session. This briefing session will be recorded for audit purposes.

All envelopes must reflect the return address of the Respondent on the reverse side.

DELIVERY BY HAND

If delivered by hand, the envelope is to be deposited in the Majuba TVET College Tender box which is located at the Central Office, 83 Allen Street, Newcastle.

DESPATCH BY COURIER

If despatched by courier, the envelope must be addressed as above, and delivered to the Central Office. The tender box is situated at the Security Office by the main gate.

Note!

The Courier Company must ensure that the Tender document is first recorded in the Tender Document Register before posting into the tender box.

NOTE:

- a) If the response is not delivered as stipulated herein, such response will not be considered, and will be disqualified

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- b) Email or facsimile responses, will not be considered.
- c) Responses to this RFT will be opened after the designated closure time, on the final day for the receipt of responses.
- d) The envelopes must only contain documents relating to this RFT.
- e) No alterations, additions or deletions must be made to the actual RFT documents.

3. BROAD-BASED BLACK ECONOMIC EMPOWERMENT

All procurement transactions will be evaluated according Broad-Based Black Economic Empowerment (B-BBEE). The B-BBEE Scorecard and Rating will be evaluated as prescribed in terms of the *Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000* and its Regulations.

4. COMMUNICATION

Respondents are warned that a Service Provider will be liable for disqualification, should any attempt be made by a Respondent, either directly or indirectly, to canvass any officer or employee of Majuba TVET College in respect of this RFT, during the entire procurement process.

No queries will be entertained after 13H00(noon) on 13 October 2021 (only email to leizle.landsberg@majuba.edu.za).

No telephonic or other form of communication may be entered into, with Majuba TVET College Staff and/or Council Members (i.e. Mrs L. Landsberg) whose details are listed above.

All queries must be raised in writing. Failure to observe the afore-mentioned requirements will lead to automatic disqualification from the procurement process.

5. COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable laws and regulations.

6. CONDITIONS OF TENDER

6.1 The College reserves the right to only allow entities that meet the minimum requirements of the Specifications and Evaluation Committee, to progress to the next round of the evaluation process. Some of the minimum criteria are based on actual performances with previous clients, in order to determine capacity to deliver a successful service to the College.

6.2 The College reserves the right to:

- cancel the tender process,
- not award the tender,
- part-award the tender,
- split the award of the tender, or
- award the tender in its entirety.

6.3 Majuba TVET College reserves the right to not accept any tender with the lowest price.

6.4 Majuba TVET College will keep the contents of this tender strictly confidential.

6.5 Majuba TVET College does not take any responsibility for any procedural and substantive information obtained from a source other than the above-mentioned official. For more information about Majuba TVET College, and directions to Majuba TVET College Offices, please access the College website:

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7. INSTRUCTIONS ON SUBMISSION OF TENDER DOCUMENTS:

The Service Provider must comply with the following:

- 7.1 Attach a valid Tax Status Report.
- 7.2 Attach a valid Broad-Based Black Economic Empowerment (B-BBEE) Verification Certificate or a copy thereof.
- 7.3 Tender on Specifications as stipulated in this tender document.
- 7.4 All items specified must be tender on, in order to qualify.
- 7.5 Your tender price to be indicated in the Pricing Schedule. The Total Rand value of the Tender amount will be taken at face value. The Service Provider will be held liable for the supply of goods and services at the stipulated Tender amount. **If you are not VAT registered, please include VAT in your pricing, however you cannot claim the VAT portion on your invoice unless you submit proof of VAT registration.**
- 7.6 Make use of this document and return the complete document when submitting your tender in order to qualify. Attachments are to be submitted with this completed Tender document.
 - Tender documents may not be retyped. Retyped documents will result in disqualification of the tender.
 - The complete original document must be returned. Missing pages will result in the disqualification of the tender.
 - No Unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person before the tender query date.
 - All requested documentation to be attached as indicated in Section Eight.
- 7.7 A stakeholder, with the relevant authority, must endorse any rectified error/s. The endorsement must be made next to the identified error. Correctional fluid/tape (e.g. Tippex) may not be used. Do not make use of a pencil or erasable ink pens to complete this quotation/tender document.
- 7.8 Writing over an already stated numerical figure to show a change in the tendered amount on your quotation/tender document is not allowed. Apply the same procedure as Point 7 to avoid
- 7.9 Late tenders will not be accepted.
- 7.10 All documentation requested in this RFT document, must be supplied. Failure to do so, will result in your tender being disqualified from the tender process. This includes all the pages of this tender request.
- 7.11 Payment will be made after final statements / invoices are presented and adopted, and after specifications have been met and delivered. The College will not make any upfront deposits or payments.
- 7.12 Service Providers will be held responsible for unsatisfactory performance. Termination of Contract or penalties can be applied, dependent on the nature and severity of non-compliance, and impact on College operations.
- 7.13 The tenderer is liable for the supply of goods and services at the stipulated tendered amount.

I have made myself familiar with Section One – Notice to Bidders.

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Name of Representative	Signature	Date
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