

REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	Preventative maintenance of CCTV surveillance at Nasrec and access control system at STP and Nasrec		
Quotation or Proposal no:	RFQ/ Access Control 6000000561		
RFQ Issue date:	31/08/2021		
Briefing Session	Not Applicable		
Closing date:	10/09/2021		
Closing time:	12h00	Validity period:	90 days

You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	Tumelo Buang
Telephone no:	
E-mail:	quotations@sentech.co.za

Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words)

Rand;
 R.....(in figures)

THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the
tenderer:**

(Insert name and address of organisation)

Name &
signature of
witness

Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the
Employer**

(Insert name and address of organisation)

Name &
signature of
witness

Date

RFQ Data

1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate and a valid B-BBEE Certificate at the time of offer closure.

- 1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database.
- 1.2. **Quotations must be in a Company Letterhead.**
- 1.3. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.4. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.5. Quotations must be submitted via Email.
- 1.6. The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 5. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

3. BRIEFING SESSION

N/A

4. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

Evaluation Method	<p>1. Stage 1 – Administrative Responsiveness Evaluation All the Quotations will be evaluated against the Administrative responsiveness requirements as set out in section 2 of the RFQ Data.</p> <p>2. Stage 2 – Mandatory Evaluation Criteria Proposals that are administratively responsive will be evaluated against the Mandatory Evaluation Criteria. Suppliers must COMPLY FULLY with all the Mandatory evaluation criteria in-order to be evaluated further.</p> <p>3. Stage 3 – Functional Evaluation Criteria The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.</p> <p>4. Stage 4 – Price and Preference Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20</p> <p>Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.</p>
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5. Evaluation of Price and Preference

The Service Provider will be evaluated on a points system for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

5.1. Mandatory Evaluation Criteria

Mandatory Criteria	Proof Required
Valid Company PSIRA certificate	PSIRA certificate and PSIRA letter of good standing
Attach two reference of similar project t(maintenance of access control and CCTV system)	Attach reference letters

5.2. Functional Evaluation Criteria

Functional criteria	Proof required	Maximum points
N/A		

5.3. The price / preference weighting applicable for RFQ are as follows:

Price / Preference	Points
Preference:	20
Price:	80
Total must equal:	100

5.4. Preference Point allocation – 80/20

80/20 point scoring system			
Preference: 20 Points		Price: 80 points	
Other: B-BBEE Status Level Contributor			
B-BBEE Level	Number of Points	Price:	100 % (of 80)
1	20	Quality / Functionality:	0 % (of 80)
2	18		
3	14		
4	12		
5	8		
6	6		
7	4		
8	2		
Non-Compliant contributor	0		
		Total must equal:	100% (of 80)

5.5. Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$P_s = 80 \left[\frac{1 - \frac{(P_t - P_{min})}{P_{min}}}{P_{min}} \right]$$

Where:

P_s = Points scored for price of bid under consideration
 P_t = Rand value of bid under consideration
 P_{min} = Rand value of lowest acceptable bid

6. SCOPE OF WORK

No	Item	Description
1	Network recording	Check if date and time are correct in menu setup and correct for any faults. View quality of playbacks/retrieved images to ensure that recording has taken place. Check functionality and clean the NVR Verify the recording time and date of NVR. Clean and adjust cameras. Ensure database is maintained and monitored. Footage must be available for a minimum of 3 months. Check that license is still valid and upgrade software which are offered free charge or inform Sentech of financial implications for approval
2	CCTV cameras and housing	Inspecting field of view for desired coverage. Focusing camera correctly on points. Adjust and clean cameras. Check general condition of wiring. Backup and restore CCTV data. All cameras are available on network
3	CCTV monitors	Check functionality and clean exterior. Check general condition of wiring
4	CCTV PC	Inspect the software loaded on the server. Check that license is still valid and upgrade software which are offered free charge or inform Sentech of financial implications for approval.
5	Access control boom gates	Check functionality
6	Access control software-Morpho manager and Impronet	Inspect the software loaded on the server. Check that license is still valid and upgrade software which are offered free charge or inform Sentech of financial implications for approval.
7	Access control points/doors	Check functionality

The successful bidder will be responsible for the provision of preventative maintenance service on a quarterly basis at Sentech Head Office (STP) and Nasrec office. The bidder will be required to respond to system faults on unlimited callouts. The bid will be evaluated using quarterly fee. The successful bidder will also be responsible for supply and installation of new equipment and parts on an ad hoc subject to Sentech approval.

1.1. Glossary of Terms

Abbreviations	Descriptions
CCTV	Close Circuit Television

2. BACKGROUND

The purpose of this request for quotation is to appoint a suitably qualified and experienced service provider to provide preventative maintenance of the CCTV system at Nasrec and Access control system at Head Office and Nasrec for a period of **24 months**. This will include maintenance as well as emergency and ad hoc call outs and repairs, and the supply and installation of new equipment.

Sentech has implemented **Bosch CCTV** surveillance system comprising of cameras and Channel recording software.

The access control system is an **Impro system with card readers running on Impro software** at Nasrec. Head Office access control is a **Morpho system with IDEMIA morpho access SIGMA Lite + Multi biometric and card taken on readers running on Morpho Manager software**

3. DELIVERABLES

To provide a preventative maintenance of CCTV surveillance at Nasrec and Access control system at Head Office (STP) and Nasrec

Nasrec

System	Equipment	Qty
Impro Access control	Impro access card readers	13
	Push button	1
	Workstation	1
Bosch CCTV surveillance	Internal cameras	8
	External cameras	11
	Workstation	1
	UPS Servers	1

Sentech Head Office

System	Equipment	Qty
Access control	Remote controlled boom gate	1
	Access cards/biometric readers	46
	Push Button	1
	Access control boom gates	4
	Turnstile	1
	Workstation	1

4. PRICING - Compulsory

NB: The supplier should note the deliverables when pricing. The supplier shall provide price as follows;

Description	Pricing
Total (Exclude Vat)	
Total (Including Vat)	

Terms and Conditions		<p>SENTECH reserves the right to</p> <ul style="list-style-type: none"> • Extend the closing date. • Verify any information contained in a response. • Request documentary proof • Cancel or withdraw the requirement. • To limit communications to only those Service Providers who meets the requirements. • This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail. • The successful Service Provider may only enter a subcontracting arrangement with the approval of SENTECH. The successful Service Provider may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the Service Provider concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract. • SENTECH reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Service Provider does not meet SENTECH's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan shall be submitted within 10 working days from the written request, failing which SENTECH reserves the right to withdraw its appointment of the preferred recommended Service Provider. • SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the SERVICE PROVIDER fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH. • SENTECH shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider. • SENTECH shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Service Provider. • SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits.
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		<ul style="list-style-type: none"> • Key resource provided in response should be engage in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract. • Service Level Agreement will be signed with the successful Service Provider. • SENTECH will renew the contract annually based on satisfactory performance review.
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7. OTHER REQUIREMENTS

Please attach **SBD 4 and BBBEE** certificate.

NOTE:

On submission of your quote please attach your company's proof of registration with National Treasury, on the Central Supplier Database (CSD) www.csd.gov.za