
TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO LEASE X-RAY SECURITY INSPECTION MACHINES AND WALK-THROUGH METAL DETECTORS TO THE DEPARTMENT OF MINERAL RESOURCES AND ENERGY AT HEAD OFFICE MATIMBA HOUSE AND TREVENNA CAMPUS FOR A PERIOD OF 24 MONTHS

1. BACKGROUND

- 1.1 The Department of Mineral Resources and Energy has a responsibility and mandate to implement and maintain minimum security measures in terms of the Minimum Information Security Standards (MISS) as well as Minimum Physical Security Standards (MPSS) for the protection of personnel (including visitors, contractors, and consultants), information, and other assets of the Department.
- 1.2 In compliance with the above directives, as well as the assessment of existing information and physical security measures by the State Security Agency, the Government Security Regulator, as well as the Directorate: Security Risk Management, the Department has identified a need to lease new x-ray security inspection machines and walkthrough metal detectors for effective access control.
- 1.3 To this end, the Department intends to appoint a suitably qualified and experienced service provider to lease x-ray security inspection machines and walkthrough metal detectors to be deployed or installed at Head Office, Pretoria (both Matimba House and Trevenna Campus). To ensure continued and sustainable equipment availability, the service provider is further required to have a Support, Repair, and Maintenance Plan in place for the duration of the lease term.

2. CONTRACT PERIOD

- 2.1 The duration of the contract shall be 24 months, which will commence after the installation and commissioning of the equipment.

3. OBJECTIVES

- 3.1 The objective of the project is to appoint a Service Provider to supply and install x-ray security inspection machines and walkthrough metal detectors at all identified access points at both Head Office Buildings on a 24-month contract as part of security measures contributing to the

protection of personnel (including visitors, contractors, and consultants), information, and other assets of the Department.

4. SCOPE OF WORK

4.1 The scope of this project shall entail the following:

4.1.1 Supply, installation, and commissioning of x-ray security inspection machines:

4.1.1.1 Three (3) X-ray security inspection machines with a minimum tunnel size of 530mm (W) x 320 (H) at Matimba House.

4.1.1.2 Four (4) X-ray security inspection machines with a minimum tunnel size of 610 mm (W) x 420 (H), two (2) at Trevena Campus and another two (2) at Matimba House.

4.1.1.3 The x-ray security inspection machines must be capable of auto threat and density alert, image recall, USB archiving capability and bi-directional conveyor belt operation.

4.1.1.4 Each machine must have a minimum of 17" colour monitor, input and output roller conveyors of between 700mm and 1000mm, and two baggage security trays to convey the screened items through the tunnel.

4.1.1.5 Each machine shall have a lockable control panel/keyboard/console with configurable keys for image processing.

4.1.2 Supply, installation, and commissioning of Walkthrough Metal Detectors

4.1.2.1 Seven (07) Multi-Zone High Performance Walk-Through Metal Detectors with minimum of 30 zones.

4.2 Equipment testing and commissioning.

4.2.1 The final testing of the installed equipment shall be conducted in the presence of, and to the satisfaction of the Director: Security Risk Management, and/or his/her delegate representing the Department.

4.2.2 System testing shall include, but not limited to functionality of system features and physical components of the machines to prove efficiency of all aspects of the machines to the satisfaction of the Department.

4.2.3 The service provider shall conduct own commissioning tests prior to the final test to satisfy themselves that all aspects of the systems are working in line with the scope of these Terms of Reference, to confirm readiness for final testing. After a successful final testing, the service

provider shall notify the Department, in writing that the installation is complete, tested and in working order. All test reports are to form part of the handover information pack to the Department.

4.3 Training and Induction

- 4.3.1 During commissioning, the service provider shall provide operational skills transfer to nominated personnel from Security Risk Management.
- 4.3.2 The service provider shall further provide comprehensive training to the users after the installation to ensure competence and mastery in operating the leased systems.

4.4 Support, repair, and maintenance

- 4.4.1 The service provider shall have own Support, Repair, and Maintenance (proactive and reactive) Plan in place for the duration of the lease term (24 months) immediately after completion of installation and commissioning of the leased systems. This will include replacement of any systems that may need repairs to ensure uninterrupted availability of service, at no extra cost to the Department.
- 4.4.2 The service provider shall be required to sign a Service Level Agreement with the Department.
- 4.4.3 The service provider shall provide a detailed Support, Repair, and Maintenance Plan (proactive and reactive) that details and maintenance work to be undertaken, as well as resources, timelines, as well as other conditions.

5. DELIVERABLES OR PROJECT OUTPUT AND / OUTCOMES

- 5.1 Fully functional x-ray security inspection machines and walkthrough metal detectors at the DMRE Head Office Pretoria (Matimba House and Trevenna Campus) installed and commissioned in line with the scope of work.
- 5.2 Full support, repair and maintenance of all x-ray security inspection machines and walkthrough metal detectors at the DMRE Head Office Pretoria (Matimba House and Trevenna Campus) installed and commissioned in line with the scope of work for the rental period of 24 months at no additional cost to the Department.

5.3 Skills transfer and comprehensive training provided to the nominated officials of the Department.

5.4 All installed equipment must carry manufacturer's warranty to a minimum of 2-years to allow efficient support and maintenance.

6. COMPANY EXPERIENCE

6.1 Service providers must have a minimum of three (3) year experience in supplying, installing, and supporting x-ray security inspection machines and walkthrough metal detectors. Service providers are required to be Original Equipment Manufacturer (OEM) certified/authorized for x-ray security inspection machines and walkthrough metal detectors. **(A signed letter on the Manufacturer's letterhead or certificate must be attached to the proposal as proof).**

6.2 To support the above point, service providers are required to provide three (3) testimonials or reference letters as proof that they have successfully facilitated, performed/executed, or provided similar services (X-ray security inspection machines and walkthrough metal detectors).

6.3 Testimonials or reference letters must be on a letterhead, signed and dated; and must include the duration of service as well as contact details for verification purpose.

7. QUALIFICATIONS AND EXPERIENCE OF TEAM LEADER AND TEAM MEMBER

7.1 Team Leader / Project Manager

7.1.1 Must have a minimum of five (5) years' experience in installation or managing/supervising installation of X-ray machines and walkthrough metal detectors.

7.1.2 The Project Manager must have a certificate/qualification in Project Management/ Electrical or Electronic Systems Engineering.

7.1.3 Must be registered with Private Security Industry Regulatory Authority (PSIRA) and a minimum of valid Grade B/Access Control Systems/X-Ray Inspection Systems/Metal Detection Systems PSIRA Certificate.

7.1.4 A detailed CV of the Team Leader/Project Manager with valid certified copies of Identification Document as well as qualifications must be attached to the technical proposal.

7.2 Team members/technicians

- 7.2.1 Must have a minimum of three (3) years' practical experience in the X-ray security inspection machines and walkthrough metal detectors environment (installation, repairs, configuration, calibration etc.)
- 7.2.2 Must be registered with Private Security Industry Regulatory Authority (PSIRA); and have a minimum of valid Grade B/Access Control Systems/X-Ray Inspection Systems/Metal Detection Systems PSIRA Certificate.
- 7.2.3 A detailed CVs of the team members (detailing roles, responsibilities, and exact dates of experience) with valid certified copies of Identification Documents as well as qualifications must be attached to the technical proposal.

8. REPORTING REQUIREMENTS

- 8.1 Reporting for this project shall be conducted as follows:
 - 8.1.1 The service provider must report to the Director: Security Risk Management or his/her delegate, on any matters relating to this project including the project implementation plan.
 - 8.1.2 The service provider shall provide quarterly system maintenance reports (pro-active or reactive) in Portable Document Format, as well as any other project related report/s as may be requested by the Department.
 - 8.1.3 The service provider will be required to conduct quarterly meetings for the duration of the contract period. In case of emergency, either party may propose a meeting and both parties must reasonably avail themselves for such meetings.

9. INFRASTRUCTURE

- 9. The Service provider should have the following infrastructure:
 - 9.1.1 Functional, equipped and telephonically contactable helpdesk/office.
 - 9.1.2 Company vehicle/s with provable ownership or lease agreement/s in the company's name.
 - 9.1.3 Functional and equipped company office located within the Gauteng Province, to enable the service provider to comply with the requirements of the SLA. Service provider must submit documentary proof of address of operating office/control room with their proposal.
 - 9.1.4 Technical tools of trade and equipment required for implementing the project as per the scope of work outlined above.

- 9.1.5 Enough human capacity (minimum **3 technicians including the team leader**) who are suitably skilled and competent to execute this project and the requirements of the SLA.
- 9.1.6 Access to equipment or previous sites where a similar project was installed to enable the service provider to demonstrate their proposed system.

10. WORK PLAN AND METHODOLOGY

- 10.1 The service provider shall provide a detailed and clear schedule of how the project will be executed in line with the scope of work and must be included in the proposal.
- 10.2 The project plan must include clear milestones, timelines and resources assigned to execute the project.
- 10.3 The methodology must include system installation process in a form of explanatory notes, charts, specifications, datasheets, or any other document that might contribute to explaining the methodology to be followed towards achieving the outcomes of this project.
- 10.4 Methodology must include details of how the service provider will support, repair, and maintain the leased systems to ensure continuity of availability of service.

11. ROLES AND RESPONSIBILITIES.

11.1 Department of Mineral Resources and Energy shall: -

- 11.1.1 Provide suitable space for the execution of the project.
- 11.1.2 Facilitate access to any part of the building to accommodate the installation of project infrastructure.

11.2 Service Provider shall: -

- 11.1.1 Execute the contract in line with the scope of work and other requirements contained in these terms of reference.

12 CONFIDENTIALITIES OF INFORMATION

- 12.1 A Party shall treat information furnished by the other Party or another person for purposes of the execution of the Agreement, as confidential. Subject to this clause, the Party so furnished with information shall not disclose such information to another person without the prior written consent of the other Party and shall take reasonable steps to ensure that such information is not disclosed to another person.

13 PAYMENT

- 13.1. The Department will not make an upfront payment to a successful service provider. Payments will only be made in accordance with the delivery of service that will be agreed upon by both parties and receipt of an original invoice.

14. TAX CLEARANCE CERTIFICATE

- 14.1. The potential service provider/s must ensure compliance with their tax obligations.
- 14.2 The potential service provider/s is/are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 14.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 14.4 The potential service provider may also submit a printed TCS together with the proposal.
- 14.5 In proposals where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
- 14.6 Where no TCS is available, but the potential service provider/s is registered on the central supplier database (CSD), a CSD number must be provided.

15. EVALUATION METHODOLOGY

15.1 Phase 1: Compliance and Technical Review:

- 15.1.1. Each submission is checked for compliance. If the submission complies, it will move to the next round in the evaluation process. The following documents are compulsory; failure to submit them together with the proposal shall result in a company being disqualified.

A valid Tax Clearance Certificate	
A valid B-BBEE Certificate	
Signed SBD forms	
Proof of CSD registration	

Proof of UIF registration	
Proof of COIDA registration	
CIPC Registration	
Company Director's ID Copies	
<u>Disqualification criteria</u>	
Copies of Identification Documents and valid PSIRA Registration certificates of the Project Manager/Team Leader and Team Members/Technicians in line with para 7.1.3 and 7.2.2 above, certified within the past 06 months (or a certified copy of an official letter from PSIRA as proof that a renewal is in process)	
A copy of valid PSIRA registration certificate of the company/service provider, certified within the past 06 months (or a certified copy of an official letter from PSIRA as proof that a renewal is in process, or valid PSIRA certificate of good standing).	
A copy of OEM certification or authorization letter in line with para 6.1 above, signed within the past six (6) months.	

- 15.1.2** Service providers will be evaluated based on functionality. The minimum threshold for functionality is **60%** out of 100 points. Service providers who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and preference points for B-BBEE.

15.2 Phase 2: Technical Evaluation

NO	CRITERIA	SCORING	WEIGHTS
1	Company Experience:		15
	(i) Service providers must have a minimum of three (03) years' experience in supplying, installation, and support/maintenance of X-ray security inspection systems and walkthrough metal detectors.	5 years or more = 5 points 04 years = 4 points 03 years = 3 points 02 years = 2 points 01 year or below = 1 point	10
	(ii) provide three (3) testimonials or reference letters as proof that they have successfully facilitated, performed/executed, or provided similar services (x-ray security inspection machines and walkthrough metal detectors).	5 letters or more = 5 points 4 letters = 4 points 3 letters = 3 points 2 letters = 2 points 1 letter = 1 point	5
2	Team leader/Project Manager and Technicians Experience:		20
	(i) Team leader/Project Manager must have five (05) years' experience in managing/supervising or installing X-ray security inspection machines and walk-through metal detectors.	7 years or more = 5 points 6 years = 4 points 5 years = 3 points 4 years = 2 points 3 years or below = 1 point	10

	<p>(ii) Team members/Technicians must have a minimum of three (03) years practical experience in installation, repairing, configuration, and/or calibration of X-ray security inspection machines and Walk-through metal detectors.</p>	<p>6 years or more = 5 points 5 years = 4 points 3 years = 3 points 2 years = 2 points 1 year or below = 1 point</p>	10
3.	<p>Team leader/Project Manager and Technicians Qualifications:</p> <p>(i) Team Leader/Project Manager must possess a project management or Electrical/Electronic Systems Engineering and Grade B/Access Control Systems/X-Ray Inspection Systems/Metal Detection Systems PSIRA certificate/s. Submitted copies must have been certified within the past 06 months.</p>	<p>Project Management/ Electrical Engineering Degree plus Grade B Certificate = 5 points Project Management/ Electrical Engineering Diploma plus Grade B Certificate = 4 points Project Management/Electrical Engineering certificate plus Grade B Certificates = 3 points Project Management/Electrical Engineering certificate plus Grade C Certificates = 2 points Project Management/Electrical Engineering certificate plus Grade D Certificates or less = 1 point</p>	10 05

	<p>(ii) Team members/Technicians must possess valid Grade B PSIRA certificates. Submitted copies must have been certified within the past 06 months.</p>	<p>PSIRA Grade A Certificate = 5 points</p> <p>PSIRA Grade B Certificate = 3 points</p> <p>PSIRA Grade C Certificate = 2 points</p> <p>PSIRA Grade D Certificate or less = 1 point</p>	05
4	Infrastructure	<ul style="list-style-type: none"> - Indicated and gave details of all items of the required infrastructure, including details of access to equipment. = 05 points. - Indicate all items of the required infrastructure and proof of address (e.g., lease/rental agreement, municipal services statement) and proof of availability of company vehicle/s (ownership or rented) = 03 points - Failure to give details of the required infrastructure (if item 9.1.2 or 9.1.3 is not listed) = 01 point 	15
5	Project Plan: Detailed Project/ Execution Plan and Management should be attached.	<p>Detailed project plan with project deliverables and detailed logistics plan, milestones, scope, schedule, resources, Occupational Health and Safety Plan and Project Quality Management Plan = 05</p>	40 20

		<p>Detailed project plan with project deliverables and detailed logistics plan, milestones, scope, schedule, resources and Occupational Health and Safety Plan = 04 points</p> <p>Project plan with project deliverables adequate logistical plan, milestones, scope, schedule, and resources = 03 points</p> <p>Incoherent Project Plan, Logistical Plan and with project deliverables, milestones, scope, schedule, and resources = 2 points</p> <p>No Project and logistical plan=1 point</p>	
	Proposed Methodology	<p>Methodology outlining exceptional installation including clearly labelled sketch illustrations as well as implementation and management of project = 5 points</p> <p>Methodology adequately outlining of installation including clearly labelled sketch illustration of implementation of the project as well as support, service, repair and maintenance plan= 3 points</p>	20

		Incoherently and/or incomplete methodology provided without the required services = 2 points Methodology not provided = 1 point	
Total			100

For purpose of evaluating functionality, the following values will be applicable:

1=	Very poor	Does not understand the requirements
2=	Poor	Will not be able to fulfil the requirements
3=	Average	Will partially fulfil the requirements
4=	Good	Will be able to fulfil the requirements
5=	Excellent	Will fully fulfil the requirements

16. PHASE 2: PRICING AND SPECIFIC GOALS

- 16.1. Bids will be evaluated on the 80/20 preference point system as outlined in the Procurement Preferential Regulation of 2017. The bidder that scores the highest points in this phase will be awarded the tender.

CRITERIA	WEIGHT
Price	80
Specific Goals Status level contributor	20

16.2. COST / PRICING

- 16.2.1. The service provider will be requested to provide a quoted proposal regarding the work to be undertaken.
- 16.2.2 The total cost must be VAT inclusive and should be quoted in South African Rands (i.e., ZAR).
- 16.2.3 The service provider should provide hourly rates as prescribed by the Department of Public Service and Administration (DPSA), Auditor-General (AG), or the body regulating the profession of the consultant.
- 16.2.4 The Service Provider should provide (Subsistence & Travel (S&T)) rates that are aligned with the National Treasury instruction note as follows:
- i) Hotel Accommodation – R1550 per night per person, including breakfast, dinner, and parking.
 - ii) Air travel must be restricted to economy class.
 - iii) Claims for kilometers may not exceed the rates approved by the Automobile Association of South Africa.

16.3. BROAD-BASED BLACK ECONOMIC EMPOWERMENT

- 16.3.1. Provisions of the Preferential Procurement Policy Framework Act (PPPFA) of 2000 and its regulation of 2022 will apply in terms of awarding points.
- 16.3.2. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- 16.3.3. Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

- 16.3.4. Accounting Officers must ensure that the B-BBEE Status level Verification Certificates submitted are issued by the following agency:
- Verification agencies accredited by SANAS.
- 16.3.5 Bidders who qualify as EMEs and QSEs must submit:
- Affidavit signed by the EME or QSE representative and attested by a Commissioner of Oath.
- 16.4. The table below depicts the SPECIFIC GOALS status level of contribution:

SPECIFIC GOALS	NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM)
1. Enterprise owned by Black people	4
2. Enterprise owned by Women	4
3. Enterprise owned by Youth	4
4. Enterprise owned by Disabled persons	4
5. Enterprise owned by SMME`S – QSE and EME	4

17. CONDITIONS OF THE CONTRACT

- 17.1 The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.
- 17.2 The service provider will sign a confidentiality agreement regarding the protection of DMRE information that is not in the public domain.
- 17.3 The Team Leader and Technicians are prohibited from unauthorized handling reading or removal of documents in the departmental records.
- 17.4 No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.

- 17.5 The Department reserves the right to screen/vet personnel/technicians in the employ of the security provider to the relevant level, and to verify their registration status with Private Security Industry Regulatory Authority (PSIRA) before they are employed in the Department.
- 17.6 The service provider must ensure that there is no interruption of services due to manpower shortage as a result of the technicians being on leave (annual, sick and etc).
- 17.7 The service provider shall ensure that the contract is executed in line with the scope of work.
- 17.8 The service provider will be subjected to security screening by the State Security Agency.
- 17.9 Should further information be required; a site visit may be conducted by the Department at any of the submitted reference sites to review the work completed at the service provider's facilitation.
- 17.10 The DMRE reserves the right to verify the authenticity of the information submitted, any falsified information may result in the disqualification or cancellation of the contract.

18. FORMAT OF SUBMISSION OF PROPOSAL

- 18.1. Service providers are requested to submit four (4) copies of technical proposals plus the original.
- 18.2. Service providers are requested to index their proposals for easy reference.

19. PRE-BID MEETING / BRIEFING SESSION DETAILS-

- 19.1 A compulsory briefing session will be held **on 14 April 2023 at 10:00**, Department of Mineral Resources and Energy, at 192 Matimba House Building, Corner Visagie and Paul Kruger Streets, Pretoria.

20. CLOSING DATE

- 20.1 Proposals must be submitted on or before **19 April 2023 at 11:00** at Department of Mineral Resources and Energy, at 192 Matimba House Building, Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Mineral Resources and Energy. **No late bids will be accepted.**

21. ENQUIRIES

21.1 All general enquiries relating to bid documents should be directed to:

Mr Samuel Msiza

Tel No: (012) 406 7910

E-mail: Samuel.msiza@dmre.gov.za

21.2 Technical enquiries can be directed to:

Mr. Nhlanhlehle Chonco/Mr. Matsakarana Mabena

Tel No: (012) 444 3039/3633

E-mail: Nhlanhlehle.Chonco@dmre.gov.za/Matsakarana.Mabena@dmre.gov.za