



Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion.

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Scope of work for decommissioning, supply, installation, quarterly maintenance as well as monitoring and armed response for the period of twenty-four months (24) at ICASA Head Office, Eco Park, Centurion.

ANNEXURE A – TERMS OF REFERENCE

1. BACKGROUND

ICASA occupies two (2) Blocks which is B and C. These blocks are installed with DCS wired alarm system which was installed eight (8) years ago. As the technology change, ICASA needs to be up to date with the latest technology. The cabled alarm system needs to be decommissioned and replaced with the wireless system.

2. SCOPE OF WORK.

2.1. Alarm system (wired DSC)

- 4 x keypads for both blocks and floors
- 150 x passives for both blocks and floors
- 6 x sirens
- Power packs (batteries included)
- Control boxes (batteries included)
- Cabling and expanders
- **De-commissioning and labour**

2.2. Alarm system wireless (Preferred AJAX system) new installation

- 155 x Motion protect white passives
- 4 X Keypads white
- 2 X Hub 2 plus white
- 6 x Rex white
- 2 x street siren white
- 2 x home siren white
- 2 x panic buttons white for reception B and C
- 2 x panic buttons first floor B and C
- 2 x remote buttons white
- 2 x multi transmitter white
- 2 x 12v 7Ah battery
- Alarm should be able to be armed and disarmed remotely.

Delivery, supply, installation, setup, commissioning, miscellaneous sundries and labour.

2.3 Alarm monitoring system

a. Alarm transmitter

- Alarm monitoring must be on an ICASA- approved radio transmitter only.
- Transmitter must be licensed by ICASA or exempted in terms of relevant ICASA legislation.
- Alarm and transmitter must be able to differentiate between alarm trigger and panic triggering.
- Alarm transmitter must be able operate from 12 V Alarm-system backup battery.
- The cost of replacing the current transmitter, interfacing of transmitter and maintenance thereof for a period of 24 months, must be included in the quotation.

b. Alarm monitoring service

- Alarm monitoring service must be done on a 24 hour, 365-days basis.
- Control center must be manned on a 24 hour 365-days basis,
- Alarm monitoring service must record closing and opening times.
- Alarm monitoring service must differentiate between normal office hours and After hours' activation.
- Alarm monitoring must be able to differentiate between alarm trigger and panic triggering.
- Legitimate access to ICASA premises is on a 24 hour 365-days basis and must be verified telephonically by comparing to an approved ICASA staff list and a password selected by ICASA.
- Staff list may only be updated by the ICASA's Security Division in writing to service provider.
- Alarm monitoring center must have a ICASA staff contact list in case of alarm, panic or out- of-normal office hours triggering.
- Response to alarm triggering
 - First call to ICASA's Office at predetermined telephone number to determine staff name and password.
 - First person call out.
 - Second person call out .
 - Armed response.
- ICASA cannot be held responsible for false triggering and all efforts will be made to ensure proper operation of alarm system by the service provider.

2.4 Armed Response

- a.** Armed response will be activated upon the following circumstances:
 - i.** Failure to verify legitimate access.
 - ii.** Panic button activation.
 - iii.** Failure to contact ICASA Call Out persons on alarm activation.

- b. A notification of inspection of premises by armed response unit indicating time of visit must be left at premises and recorded at control center.

2.5 Twenty-four (24) months’ maintenance contract for the alarm system should include the call log such as:

No	Service tendered	Amount
1	Call out rate per hour	
2	Travelling time per hour per call out	
3	Callout rate per hour on Public Holidays/Weekends	
4	Installation fee per hour (Maximum 2 Technicians)	

NB: Repair or replacement of any damaged equipment should be approved by ICASA before any new installation can be done.

3. MANDATORY DOCUMENTS

Interested service providers or bidders are required to submit the following mandatory documents and failure to submit any of the following documents will lead to automatic disqualification.

- 3.1 Attach proof of valid PSIRA registration.
- 3.2 Attach proof of valid PSIRA registration for the Director/s
- 3.3 Attach proof of Company’s accreditation certificate as an alarm Systems Installer.
- 3.4 Attach proof of qualification for a Technician as a Security Systems Installer.
- 3.5 Attach 3 reference letters where similar work was performed.
- 3.6 Attach 3 reference letters on alarm monitoring and armed response.

4. Evaluation criteria

Service providers will be evaluated based on the documents required and price submitted.

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