

 Transport Education Training Authority <i>Driven by Vision</i>	TERMS OF REFERENCE
PURPOSE:	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROCUREMENT AND RECONFIGURATION OF THE SURVAILANCE SYSTEM AT TETA RANDBURG AND THE REVAMPING OF BOARDROOMS

1. INTRODUCTION

TETA previously appointed a service provider in 2020 for the installation of a surveillance system at the Randburg office. The current contract expired on the **31 March 2026**. In light of this, TETA seeks to appoint a new service provider to procure and install a **modern, enhanced, and fit-for-purpose surveillance system** to strengthen physical security controls and address current limitations.

The existing surveillance infrastructure has become **outdated and partially non-functional**, with several cameras, including the gate camera used for vehicle number plate recognition, no longer operational. These failures are attributed to the cameras having reached their **End of Life (EOL)** period of five (5) years. Furthermore, the Original Equipment Manufacturer (OEM) no longer provides updates or support for the current system.

Significant **coverage gaps** exist across critical areas such as parking zones, entrances, exits, blind spots, and sensitive operational areas. This exposes the organization to increased risks, including:

- Undetected security incidents
- Unauthorized access
- Asset loss
- Safety concerns for staff and visitors

Without intervention, these vulnerabilities will continue to pose operational and governance risks.

Revamping and Modernization of Boardrooms

TETA boardrooms are critical spaces used for engagements involving Board members, stakeholders, and staff. However, the current setups present limitations in:

- Audio-visual quality
- Conferencing capabilities
- Connectivity reliability

These challenges negatively impact hybrid meetings, leading to inefficiencies, communication breakdowns, and potential reputational risks. To align with modern workplace standards, it is necessary to upgrade boardrooms with **advanced conferencing and collaboration technologies** to enhance productivity and professional engagement.

2. PURPOSE

The purpose of this RFQ is to appoint a qualified and experienced service provider for the procurement, installation, configuration, and commissioning of a modern surveillance system and the revamping of boardroom audio-visual and conferencing infrastructure at TETA's Randburg office.

3. SCOPE OF WORK

3.1. Surveillance System Requirements

The appointed service provider will be required to do a site inspection for accurate quotation costing:

Camera Installation

- Supply and install **17 high-resolution IP cameras**
- Backup Power (UPS)
- Ensure coverage of:
 - Entrances and exits
 - Parking areas
 - Blind spots
 - Corridors
 - Server rooms and other sensitive areas

Cloud-Based Storage Solution

- Implement a **cloud-managed video surveillance system** (e.g., Cisco Meraki or equivalent)
- Replace traditional NVR infrastructure
- Provide:
 - Secure cloud storage
 - Scalable retention capability for at least 12 months
 - Remote access to live and recorded footage

Monitoring and Display

- Provide a central monitoring setup including:
 - A **dedicated monitor/display screen**
 - Capability to display **at least 11 live cameras simultaneously** for security personnel

System Integration

- Integrate CCTV system with:
 - Access control systems
 - Biometric devices
- Ensure seamless interoperability across all components

Maintenance and Support

- Provide ongoing maintenance and technical support for 12 months (this includes replacement of nonfunctional devices).
- Ensure system uptime and performance.

3.2. Boardroom Modernization Requirements

The service provider will:

- Supply and install modern **audio-visual equipment**, including:
 - High-definition display screens
 - Integrated microphones(Ceiling Mic Arrays or similar) and speakers or sound bars
- wireless presentation sharing
- HD/4K conference cameras
- Enable compatibility with major virtual meeting platforms
- Ensure stable and high-quality connectivity for hybrid meetings
- Provide user-friendly control systems
- Conduct testing, commissioning, user training and maintenance for 12 months

Boardroom Equipment Requirements per Room

BOARDROOM NAME/SIZE	SEATING CAPACITY	RECOMMENDED SCREEN SIZE	DISPLAY TYPE	VIDEO CONFERENCING SYSTEM	AUDIO REQUIREMENTS	ADDITIONAL REQUIREMENTS
1 SMALL BOARDROOM (EXECUTIVE)	4 – 6 people	55” – 65”	LED/Smart Display	All-in-one video bar	Built-in mic & speakers	Wireless screen sharing
2 MEDIUM BOARDROOM (EAGLE)	8 – 12 people	65” – 75”	LED/Smart Display	Dedicated conferencing system	External mic & speakers	Touch panel control, cable management, Modern (Smart) Tablettop Microphones
3 MEDIUM BOARDROOM (LEGOTLA)	8 – 12 people	65” – 75”	LED/Smart Display	Dedicated conferencing system	External mic & speakers	Touch panel control, cable management
4 MEDIUM BOARDROOM (RAIL)	8 – 12 people	65” – 75”	LED/Smart Display	Dedicated conferencing system	External mic & speakers	Touch panel control, cable management
5 MEDIUM BOARDROOM (GROUND)	8 – 12 people	65” – 75”	LED/Smart Display	Dedicated conferencing system	External mic & speakers	Touch panel control, cable management
6 LARGE BOARDROOM (TR 1)	12 – 20 people	75” – 86”	LED/Interactive Display	Advanced conferencing system	Ceiling/table microphones & external speakers	Dual display (optional), camera tracking
7 LARGE BOARDROOM	12 – 20 people	75” – 86”	LED/Interactive Display	Advanced conferencing system	Ceiling/table microphones & external speakers	Dual display (optional), camera tracking

(TR 2)	
8 EXECUTIVE BOARDROOM (PEREGRINE)	15 – 25+ people 86" + or Dual Screens Interactive/4K Display Enterprise-grade conferencing system Integrated audio system (ceiling array) Automation controls, recording capability, Modern (smart) Tablettop Microphone's.

EXPECTED OUTCOMES

The implementation of this project will:

- Improve real-time monitoring and incident response
- Provide reliable recorded evidence for investigations
- Deter theft, vandalism, and unauthorized access
- Enhance safety of employees and visitors
- Strengthening governance, risk, and audit compliance
- Improve meeting efficiency and collaboration
- Elevate the professional standard of stakeholder engagements

DELIVERABLES

- Fully installed and operational surveillance system
- Cloud-based storage and monitoring platform
- Integrated access control and smart entry/exit system
- Central monitoring display setup (Hardware and setup)
- Fully modernized boardrooms
- Training for users and administrators
- Complete system documentation

DURATION

- Implementation: 4–8 weeks
- Support & Maintenance: 12 months

GENERAL REQUIREMENTS

- All equipment must be new and compliant with industry standards
- Installation must minimize disruption to operations
- The solution must be secure, scalable, and future proof
- **All Equipment supplied must carry a minimum OEM warranty of three (3) years.**

4. EVALUATION CRITERIA

This bid will be evaluated in three (3) stages as follows:

Stage 1 - Pre-Compliance (Administrative Compliance) Evaluation

Administrative Requirements

Mandatory Requirements

Stage 2 - Quality / Technical Proposal Evaluation

Stage 3 - Price and Specific Goals Evaluation

4.1. PRE-COMPLIANCE EVALUATION - (STAGE 1)

After the receipt of bids, Supply Chain Management Unit will conduct administrative compliance of bid submissions based on the following mandatory and administrative requirements:

4.2. MANDATORY REQUIREMENTS

Bidders who fail to meet the following mandatory requirements will be disqualified at Pre- Compliance Phase:

Criterion	Requirement
Pricing / Costing Schedule	Submit the Pricing Proposal / Costing Schedule Electronic submission via email to supply Chain Department.
Declaration of Interest (SBD 4)	The bidder must fully complete and sign the Declaration of interest form electronically or in black ink. For JV or consortium both parties must complete and sign this declaration, per company.
SARS Pin / CSD Supplier Number	- The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. - If SARS Pin is not submitted provide CSD Supplier Number. In a case of a JV, both companies' Tax Clearance Certificates or SARS pins must be submitted.
Central Supplier Database Registration	The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof)
Proof of authorized Electronic security system installer	The service provider must present a valid certificate from the telecommunication services regulatory body for the installation of Electronic Security System services confirming their accreditation.
Track record and References	- The service provider must provide Reference Letter/s demonstrating that at least two services of the required CCTV, ALARM, BIOMETRIC, BOARDROOM Installation projects were satisfactory delivered over a period of three (3) years from contactable existing/recent clients within the past three (3) years. - Letters must be on the company letterhead and must be dated and signed. The letters must state the start and end date of the project. No appointment letters / SLA agreements from clients will be accepted as reference letters

Company Experience	- Service providers should have a minimum of three (3) years' experience in at least two of the projects required (CCTV, ALARMS, BIOMETRICS and BOARDROOMS installation). The experience will be evaluated from the letters provided and a completed experience schedule. NB. Complete the respective schedule of the Request for Bid (RFB) and support the listed projects with reference letters.
Project Plan	The service provider must submit a detailed project plan on how the project will be delivered.
CIDB grading of EB/EP 2	The Service provider must be actively registered with a CIDB grading of EB/EP 2 or higher.

4.2.1. Administrative Requirements

As part of the administrative compliance evaluation, the bidder must also furnish the following documents:

Criterion	Requirement
B-BBEE Certificate	- Preference Points Schedule (B-BBEE) form SBD 6.1 must be completed and signed. - A certified copy of the B-BBEE Certificate must be submitted (not a certified copy of a copy). - Submit a valid BBBEE Verification Certificate from SANAS Accredited Verification Agency / Registered Auditor approved by IRBA. The Qualifying Small Enterprise (QSE) and Exempted Micro Enterprises (EME) must submit an affidavit stamped and signed by the Commissioner of Oath confirming the Company Annual Total Revenue and level of black ownership. - Failure to submit a valid B-BBEE Certificate will result in a bidder losing preference points. - In a case of a JV, a combined B-BBEE Certificate must be submitted together with a JV Agreement signed by both parties.

CIPC Documents	• The bidder must provide certified copies of Company / Close corporation registration certificates issued by CIPC. • Bidders must confirm their company registration with CIPC as TETA will not award any tender to any business that appears on the CIPC List of de-registered businesses.
Identity Documents of Directors/Owners or List of Directors	• Certified copies of Directors/Owners Identity Documents OR • List of directors • NB. Documents are needed to claim for Specific Goals.
General Conditions of Contract/Bid	• The bidder must accept General Conditions of Contract / Bid and provide full and accurate answers posed in this section.
Company Profile including HDI status	• The bidder is required to provide company background information materials / Company Profile
Letter of Authority of Signatory	• The bidder is required to provide a Letter of Authority of Signatory to sign the bid submission, signed and in the company's Letter Head.
Submission of Employment Equity (EE) Compliance Certificate	• The Service Provider must submit Employment Equity Act (EEA) Compliance Certificate or a Declaration as conclusive evidence that the service provider meets the requirements of Chapter 2 (all employers) or Chapter 2 and 3 of the EEA (designated employers)

5. QUALITY EVALUATION – (STAGE 2)

TETA applies the provisions of the **Preferential Procurement Policy Framework Act**, (Act no. 5 of 2000) and the **Preferential Procurement Policy Framework Act Regulations of 2022**.

NB. The following values with their meanings will be applied for evaluation purposes:

Values: 1 = Poor 2 = Average 3 = Good 4 = Very Good 5 = Excellent

The scores will be allocated according to the following **EVALUATION MATRIX** for assessment of bids:

No.	QUALITY EVALUATION	Weighting								
1.1 Company experience	EXPERIENCE IN THE PROVISION AND MAINTENANCE OF ELECTRONIC SECURITY SYSTEM(CCTV, ALARMS, BIOMETRICS and BOARDROOMS) (100) POINTS The company must have a minimum of three (3) years’ experience in the provisioning and maintenance of at least two of the services required (CCTV, ALARM, BIOMETRIC, BOARDROOM Installation). NB. This experience will be validated against the references furnished below NB. The bidder must complete the respective Company Experience Schedule, and this information must correspond with the information on the reference letters in order to be allocated points Where there are discrepancies between the information on Company Experience Schedule and reference letters, TETA reserves the right to award no points to a bidder. Years of experience in the provisioning and maintenance of CCTV, ALARMS, BIOMETRICS and BOARDROOMS services: <table><tr><td>5 yrs and more</td><td>Excellent (5)</td></tr><tr><td>More than three (3) years to less than five years</td><td>Very Good (4)</td></tr><tr><td>3 Years</td><td>Good (3)</td></tr><tr><td>Less than 3 years</td><td>Poor (0)</td></tr></table>	5 yrs and more	Excellent (5)	More than three (3) years to less than five years	Very Good (4)	3 Years	Good (3)	Less than 3 years	Poor (0)	50
5 yrs and more	Excellent (5)									
More than three (3) years to less than five years	Very Good (4)									
3 Years	Good (3)									
Less than 3 years	Poor (0)									

1.2. Methodology	METHODOLOGY PROPOSAL The bidder to provide a detailed project approach and methodology as to how the scope of work will be executed. The bidder must: - Provide a clear methodology of how the project will be implemented in line with the requirements mentioned above. - Provide a detailed proposed project plan to achieve the objectives of surveillance system and boardroom revamping - Specify the brand(s) of the proposed enterprise camera and audio-visual solutions and include the relevant product brochures and technical specifications. <table><tr><td>Methodology is detailed and includes all of the elements mentioned above</td><td>Excellent (5)</td></tr><tr><td>Methodology includes 2 or less of the elements mentioned above</td><td>Incomplete (0)</td></tr></table>	Methodology is detailed and includes all of the elements mentioned above	Excellent (5)	Methodology includes 2 or less of the elements mentioned above	Incomplete (0)	50
Methodology is detailed and includes all of the elements mentioned above	Excellent (5)					
Methodology includes 2 or less of the elements mentioned above	Incomplete (0)					
	TOTAL	100				

NB: Bidders that score less than 70 points out of 100 points on Quality Evaluation will not be evaluated further on Price and Specific Goals Evaluation.

6. PRICE AND SPECIFIC GOALS EVALUATION CRITERIA (STAGE 3)

6.1. Price Evaluation

TETA applies the provisions of the **Preferential Procurement Policy Framework Act, (Act no.5 of 2000)** and the **Preferential Procurement Policy Framework Act Regulations of 2022**.

Preferential points will be allocated using 80/20 as follows: Criteria	Points
Price	80
Specific Goals	
B-BBEE status of level contributor	10
Other Specific Goals	10
Total	100

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

$$\left(\frac{P_t - P_{\min}}{P_t} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Rand value of tender under consideration

Pmin = Price of lowest acceptable tender

6.2. Specific Goals Evaluation

The following Table will be used to allocate the scores as this is an 80/20 bid:

B-BBEE Status Level of Contributor	Number of Points (80/20)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non-compliant contributor	0
Other Specific Goals	10
1. Who had no franchise in national elections before	3
B-BBEE Status Level of Contributor	Number of Points (80/20)
1983 and 1993 Constitutions	
2. Who is a female	3
3. Who has disability	2
4. Who is young (youth)	2

NB: The bid will be awarded to a bidder who scores the total highest points on Price and Specific Goals Evaluation unless there is a compelling reason not to award the bid to the highest scoring bidder.

7. MONITORING PROGRESS OF ASSIGNMENTS

TETA shall monitor and evaluate the progress of the project through deliverables on an ongoing basis.

8. APPROVAL

RECOMMENDATION BY THE USER DEPARTMENT					
Recommended ☒		Not recommended ☐			
EXECUTIVE MANAGER CORPORATE SERVICES	MS. K NKALA	Signature:		Date:	18/05/2026

APPROVAL BY SCM☒

Recommended

Not recommended

**SCM
MANAGER**MR. Z
MANGALISO**Signature:****Date:**

21/05/2026

SCHEDULE OF COMPANY'S EXPERIENCE: LIST OF REFERENCES

COMPANY'S NAME: _____

No.	Name of Institution	Project Description (Name of ERP / MIS)	Project Start Date (dd/mm/yyyy)	Project End Date (dd/mm/yyyy)	Name of Reference	Contacts Details of Reference	
						Telephone No.	Email Address
1							
2							
3							
4							

ANNEXURE C: SCHEDULE OF EXPERIENCE OF ELECTRONIC SECURITY SYSTEM INSTALLERS: LIST OF REFERENCES

ELECTRONIC SECURITY SYSTEM PERSONNEL NAME: _____

No.	Name of Institution	Project Description	Project Start Date (dd/mm/yyyy)	Project End Date (dd/mm/yyyy)	Name of Reference	Contacts Details of Reference	
						Telephone No.	Email Address
1							
2							
3							
4							