

RFQ No: 17/2025-2026

Date: 29 July 2025

REQUEST FOR QUOTATION: CCTV OPERATOR AND SUPERVISOR TRAINING

Dear Sir/Madam,

1. Alexkor requests your price quotation proposal for the item(s) specified in this request for quotation (RFQ).
2. Your quotation proposal should be received on or before **07 August 2025 at 12H00 pm** to the email below.

Email address: tenders@alexkor.co.za

3. Quotation(s) proposal should be sent by email to the address given above.
- 3.1. It is the exclusive responsibility of the bidders to ensure that the email containing the quotation reaches the above address before the time and date indicated in paragraph 2. Proposals/quotations received after the above-mentioned closing time or deadline will be rejected.
4. Quotations should remain valid for a period of 60 days after the deadline date specified for submission.
5. Quotation(s) should be sent by completing the price schedule below, but the terms and conditions specified in the RFQ will take precedence over any terms and conditions stated in your quotation.
6. Quotations shall give a comprehensive description of the proposed service and or items supplied.
7. **The rates quoted should be fixed for the duration of the agreed period and should not be subject to adjustment on any account.**
8. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive to the stated RFQ requirements.
- 8.1 Notwithstanding the above, Alexkor RMC PSJV reserves the right to accept or reject any quotation(s) and to cancel the bidding process or reject all quotation at any time prior to the award of the contract.



SOC LIMITED

(Reg. No. 1992/006368/30)

Incorporated by Act No 116 of 1992

ALEXKOR RMC JV

Orange Road
Private Bag X5
ALEXANDER BAY
8290

Tel. : +27 (027) 831 8300

Fax : +27 (027) 831 1910



(Reg. No. 2006/034807/07)

9. The normal payment terms of Alexkor RMC PSJV is 30 days upon satisfactory delivery of goods or services and acceptance thereof by Alexkor RMC PSJV.
10. The successful provider will be the one scoring the highest points.
11. No quotations will be considered from persons in the service of the state.
12. Bidders will be evaluated using the following criteria:

THREE (3) EVALUATION STAGES WILL BE FOLLOWED:

12.1 SUBMISSION OF MANDATORY DOCUMENTS (SEE BELOW)

12.2 FUNCTIONALITY ASSESSMENT

12.3 THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2022 WILL BE APPLIED AND THE 80/20 PREFERENCE POINTS SYSTEM WILL BE APPLICABLE

POINTS FOR PRICE: 80 POINTS

SPECIFIC GOALS: 20 POINTS

TOTAL POINTS: 100 POINTS

The specific goals allocated points in terms of this tender	Source document required as evidence	Number of points allocated (20)
Black owned (51% or more black ownership)	BBBEE certificate/Sworn Affidavit	6
Black women(51% or more women ownership)	BBBEE certificate/Sworn Affidavit	4
Black youth (51% or more youth ownership)	BBBEE certificate/Sworn Affidavit	3
People with disability(20% or more disabled people ownership)	Doctor's Letter	2
Locality (Namaqua District)	Proof of business address	5
TOTAL		20

Directors: Ms. D Peta (Chairperson), Prof. T Fowler, Ms. B Ngxisho, Mr. H De Wee, Ms. A Joseph, Mr. R Thomas
Company Secretary: L Peacock



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13. Failure on the part of a tenderer to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the request for quotation, will be interpreted to mean that preference points for specific goals are not claimed.
14. We look forward to receiving your quotation and thank you for your interest in supplying/servicing Alexkor RMC PSJV.

Price Schedule proposal

All prices must be VAT INCLUSIVE and quotation must include all costs.

Scope

Training Deliverables

CCTV Operator Training (19 persons)

The training provider shall deliver a course covering (but not limited to) the following:

- CCTV system overview and operations
- Monitoring techniques and observational skills
- Legal and ethical considerations (e.g., data protection, privacy laws)
- Incident detection, reporting, and logging procedures
- Communication and coordination with security teams
- Practical, scenario-based exercises

CCTV Supervisor Training (3 persons)

The supervisor-level training must include advanced modules such as:

- Supervision and leadership in CCTV control rooms
- Incident and crisis management
- Compliance with surveillance regulations and internal policies
- Report writing and performance management
- Coordination with law enforcement and emergency services
- Risk assessment and mitigation strategies
- Quality assurance and audit procedures

15. Method of Delivery

- Classroom-based, online, or hybrid (please specify in your proposal)
- Interactive, scenario-based learning
- Assessments and certification upon completion
- Training manuals and handouts included

16. Training Duration

- CCTV Operator Training: [e.g., 2–3 days]
- CCTV Supervisor Training: [e.g., 2–3 days]
(Exact duration to be proposed by the training provider)

17. Certification

- Participants must receive certificates of completion
- Include accreditation details, if any (e.g., recognized by regulatory/security bodies)

18. Service Provider Requirements

Service provider must:

- Demonstrate experience in delivering security or CCTV-related training
- Provide trainer profiles and qualifications
- Submit a detailed training plan, methodology, and timeline
- Provide at least two (2) client references for similar projects

NOTE: Enquiries can be directed to the following contact details

Email : tenders@alexkor.co.za

Telephone: 027 831 8326



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Checklist for Required Documentations:

Stage 1 - Mandatory Administrative Required Documents for submission:

Document description	Attached [Yes/No]
1. Quotation for three (3) CCTV Supervisors and nineteen (19) CCTV Operators NB: On Supplier Letter Head	
2. Valid Tax Clearance Certificate/ SARS Pin	
3. Declaration Of Interest Form (SBD 4)	
4. Valid BBBEE Certificate or Sworn Affidavit	
5. Latest copy of CSD registration from National Treasury not older than 1 months	
6. Proof of business address	
7. Technical proposal outlining the approach, content, and trainer qualifications	
8. Commercial proposal including detailed cost breakdown	
9. Proposed training schedule and modality	
10. References	
11. Company profile	

Stage 2 - Evaluation Criteria/Functionality Assessment (minimum score of 50 out of 75)

RFQ will be evaluated and adjudicated in terms of Alexkor's Supply Chain Management Policy and the Preferential Procurement Policy 2022

Technical Criteria	Maximum point per Criterion
Service provider's experience in delivering security or CCTV-related training - Will be verified by CIPC and Company profile (20 points)	0 – 2 years = 5 points 3 – 5 years = 10 points 6 + years = 20 points
Trainer profiles and qualifications - Verified by CV's and qualifications	0 – 5 = 5 points 6 – 10 = 10 points



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(10 points)	
- Detailed training plan (10 point), - Methodology (15 points), - Timeline (5 points) (30 points)	Poor = 5 Fair = 10 Satisfactory = 15 Good = 20 Excellent = 30
References for similar projects (5 points)	1 reference = 2 points 2 or more references = 5 points
Locality (10 points)	Namaqua Region = 10 points Northern Cape = 7 points Other Provinces = 5 points
Total = 75 points	

NB: Bidders will be disqualified should the above documents not be submitted with the RFQ

END.....

Yours Faithfully

Security Manager

Directors: Ms. D Peta (Chairperson), Prof. T Fowler, Ms. B Ngxishe, Mr. H De Wee, Ms. A Joseph, Mr. R Thomas
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29 July 2025