

HEAD OFFICE
ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Private Bag X105
Melville, 2109
Tel:(011) 372 3300

EASTERN CAPE
Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE
Sanlam Building
163 Nelson Mandela Dr
Bloemfontein, 9300
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG
Braampark Office Park
33 Hoofd Street
Forum 4, 2nd Floor
Braamfontein
Johannesburg, 2091
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL
Durban Bay House
333 Anton Lembede Street
12th Floor, Suite 1203
Durban, 4001
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO
Kwane Chambers
29 Hans van Rensburg Str
Office No: 01
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA
Streak Office Park
6 Streak Street
Block B, 1st Floor
Nelspruit, 1201
Tel: (087) 700 8113
Fax: (013) 752 2917

NORTHERN CAPE
Bobby's Walk Building
6A Long Street
Kimberley, 8300
Tel: (053) 832 0051/ 2
Fax: (053) 832 0047

NORTH WEST
Sparkling Office Park
78 Retief Cnr Peter
Mokaba Street
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE
Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 83 - 2022/23

REQUEST FOR QUOTATION

**TERMS OF REFERENCE FOR THE PROCUREMENT OF ONE INTERCOM ACCESS CONTROL SYSTEM FOR THE
ETDP SETA HEAD OFFICE**

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (**NSDP**). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the ETDP sector.

The purpose of this Request for Quotation is to appoint a service provider who will supply, deliver, install and maintain **one (1)** intercom access control system for an office situated at the ETDP SETA Head Office located at:

ETDP SETA House: Ghandi Square,
2-6 New Street,
South Marshalltown,
Johannesburg,
2091

Tel: (011) 372 3300 office, see attached physical address.

Interested services providers are welcome to do a site visit before submitting their bids. To book an appointment, please contact the following officials:

Mr Bongani Chirwa @ Bonganic@etdpseta.org.za or Mr Victor Mabena @ VictorM@etdpseta.org.za
Tel: (011) 372 3300

2. DELIVERABLES

The bidder is expected to supply, deliver, assemble and maintain **one (1)** intercom access control system at the ETDP SETA Head Office.

- 2.1 To stipulate approach and methodology of the project plan.
- 2.2 Bidders to provide warranty on the maintenance and support till 30th June 2024.
- 2.3 To provide a maximum of three (3) evidence of track record in a similar assignment undertaken.

- 2.4 To provide names and contact details of at least three (3) references who can provide an objective assessment of the projects previously undertaken.
- 2.5 The service provider will be liable for any breakage or damage of equipment while delivering and assembling.
- 2.6 The equipment to be supplied, delivered and installed within a period of one (1) month after the signing of the Service Level Agreement (SLA) or receipt of the Purchase Order
- 2.7 To replace all items damaged in transit, at no cost to ETDP SETA.
- 2.10 Co-ordinate and schedule the project, from inception to completion.
- 2.11 Perform quality assurance and control until final inspection and handover.
- 2.12 Provide a detailed inventory of all equipment installed.
- 2.13 The system to have support and maintenance of the software till 30th June 2024.
- 2.14 To provider training and training manual to the end-users.

3. SPECIFICATIONS AND PROJECT SCOPE

Request for a **once-off** supply and installation of **one (1)** intercom access system at the ETDP SETA Head Office. The successful bidder will be expected to provide support and maintain the device and software till **30th June 2024**.

The device should have the following specifications / features:

- Door buzzer
- Microphone and keypad unit
- The keypad to enable a two-way conversation to take place between the visitor and a representative of the ETDP SETA
- The door to be unlocked remotely by pressing a button on the representative's telephone handset and cell phone.
- The cloud-based mobile application should enable the ETDP SETA personnel to use their smartphones and tablets to receive notifications and open the door.
- To have a rechargeable battery.
- To have both out-door camera and indoor monitor.

4. COSTING MODEL

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED, ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.

COSTING FOR THE ETDP SETA AS PER THE REQUIREMENTS		
NAME OF BIDDING ORGANISATION:		
ITEM DESCRIPTION	COSTS	COMMENTS
Intercom access system <i>once-off purchase fee</i>		
The cloud-based mobile control system		
Labour costs		
Repair & maintenance		
Electrical wiring		
Cabling and glue costs		
Unit Costs		
Vat @ 15%		
Total Costs		
		<p>.....</p> <p>Signature of Bidder</p>

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5. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

Folder A (USB) must have documents for Stage 1 and Stage 2.

5.1. STAGE 1 [Folder A (USB)]

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

5.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Declaration of Interest – **SBD 4 (New)**
2. Accreditation Certificate with Private Security Industry Regulation Act, **PSIRA**, (Act no 56 of 2001) or proof of membership with the South African Intruder Detection Services Association (**SAIDSA**)

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

5.2. STAGE 2 [Folder A (USB)]

In this stage, the evaluation of bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid document.

- (a) The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be eliminated. A document review will be used to evaluate bidders.
- (b) Only bids that achieved the minimum qualifying score/ percentage for functionality will be evaluated further in accordance with the **80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.**

The evaluation criteria for functionality will be as below:

NO.	QUALIFYING CRITERIA	POINTS
1.	<p>Experience & References of service providers in doing business of similar nature in an organization</p> <p>1.1. Experience & Contactable References: company letterhead indicating the type of project and when it was carried out (30)</p> <ul style="list-style-type: none"> i. Must have successfully completed 3 or more similar projects = 30 ii. Must have successfully completed between 1 - 2 similar projects = 15 <p>*[Each reference must clearly indicate;</p> <ul style="list-style-type: none"> • the name of the bidder and the project • objectives of the project (nature of the project) • duration of the project • recommendation and contact details of the referee as well as proof of completed project(s) and • must be signed the referee <p>NB: If any of the above information is omitted/missing, will lead to the reference letter(s) not allocated points.</p>	30
2.	<p>2.1 Experience of the Project Manager (attach CVs): 20</p> <ul style="list-style-type: none"> • Must have five (5) or more years of work experience. = 20 • Must have 3 -4 years of work experience. = 10 • Must have 1 - 2 years of work experience. = 5 <p>2.2 Qualification of the technical team leader. (Attach CV – with N6 electrical engineering, electrical trade test and senior certificate) (10)</p> <p>Qualification of technical team leader: (10)</p> <ul style="list-style-type: none"> i. N6, trade test and senior certificate = 10 ii. N6 and trade test = 8 iii. Senior certificate and trade test = 5 iv. No trade test = 0 <p>NB: Any substitution/ replacement of personnel during the period of contract should be made in consultation with the ETDP SETA.</p>	30
3.	<p>Detailed maintenance plan: 40</p> <p>Provide detailed maintenance plan on how the service provider will ensure the system is effectively functioning to its intended purpose through regular maintenance till 30th June 2024.</p> <p>. The following should be reflected in the plan with turnaround time of each maintenance plan: 40.</p> <p>3.1. Planned maintenance.</p> <ul style="list-style-type: none"> • Preventative maintenance 	40

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	<p>3.2. Unplanned maintenance.</p> <ul style="list-style-type: none"> • Corrective maintenance • Breakdown maintenance • Emergency maintenance <p>* The service provider meets all of the above-mentioned deliverables out of the plan = 40 points.</p> <p>* Th service provider does not meet all of the above-mentioned deliverables of the plan = 0 points</p> <p><i>NB: The service delivery plan must be in line with timelines for the delivery of the service</i></p>	
Total		100

Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale.

Please take note of the value and scoring point system of your bid.

5.3. STAGE 3 [(Folder B) [USB]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award**
- c. Invitation to Bid - **SBD1**
- d. B-BBEE certificate or sworn affidavit (**If claiming preferential points**) – **this will be used to verify points to be allocated for specific goals**

80/20 preference point system shall be applicable as follows:

- | | | |
|---|------------------------------|-----------|
| ✓ | Price | 80 |
| ✓ | Allocation of specific goals | 20 |

The ETDP SETA shall allocate the specific goals as follows:

PREFERENCE GOAL	80/20	Documents for verification
GOAL 1 – Ownership		
Maximum Points	15	
Business owned by more than 50% black persons	8	ID copy of Director/Owner and CSD report
Business owned by less than 50% black persons	2	ID copy of Director/Owner and CSD report
Business owned by more than 50% black women	4	ID copy of Director/Owner and CSD report
Business owned by less than 50% black women	1	ID copy of Director/Owner and CSD report
Business owned by more than 50% youth	2	ID copy of Director/Owner and CSD report
Business owned by more than 50% disabled persons	1	Medical report /Certificate
GOAL 2 – Economic Reconstruction and Recovery Programmes		Documents for verification
Maximum Points	5	
SMME/QSE/EME/Cooperatives/NPCs/NPOs/CBOs	2	B-BBEE Certificate/Sworn Affidavit/Company registration documents
Promotion of business located in the province where goods and services are required	2	CSD and proof of municipal account /affidavit
Promotion of business located in South Africa	1	CSD and proof of municipal account /affidavit
TOTAL POINTS	20	

NB: Should a supplier not submit the below documents they will not be awarded points for that specific goal:

- **B-BBEE Certificate/ Sworn Affidavit**
- **ID copy of Director/Owner**
- **Latest CSD report**
- **Disability Medical report/Certificate**
- **Company registration documents**
- **Proof of municipal account**

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

6. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned or submitted by facsimile will **NOT** be accepted.
5. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be used to verify eligibility for allocation of points for specific goals.
6. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit, or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less to be used to verify eligibility for allocation of points for specific goals.
7. A Qualifying Small Enterprise (QSE) is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million and level of black ownership** or a B-BBEE level verification certificate to be used to verify eligibility for allocation of points for specific goals.
8. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be used to verify eligibility for allocation of points for specific goals. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that no points will be allocated for specific goals.
10. Bids submitted are to hold good for a period of 90 days.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
13. Companies that are in the process of **de-registration in the CIPC** will not be considered.
14. Service Provider must provide proof of Public Liability Insurance.

7. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **10 March 2023**.

Bidders must submit technical and financial proposals in **two separate USBs** clearly marked “**Folder A- Technical Proposal**” and “**Folder B- Financial Proposal**”.

Folder B - (Financial Proposal) must include the Costing Model (*Price must be final, include VAT and signed*), Submit a “*Unique security personal identification number (PIN) issued by SARS*” **which the SETA will use to verify the bidder's tax matters prior to the award**, Invitation to Bid - **SBD1**, and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) – **this will be used to verify points to be allocated for specific goals**

All Bids/Proposals (completed in [two separate USBs]) must be courier or hand delivered to:

The ETDP SETA – Head Office
ETDP SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091

OR

Sent via email to TienieJ@etdpseta.org.za or etdpsetarfq@etdpseta.org.za

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of 11h00 on **20 March 2023**.

No late submission will be accepted!

8. CLOSING DATE

All proposals should reach the ETDP SETA Offices on or before 11h00 on **20 March 2023**.

9. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: Tieniej@etdpseta.org.za or SibusisoK@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.