



**Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion.

Private Bag X10, Highveld Park 0169

Telephone number: (012) 568 3000/1

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**Scope of work for the supply, installation, and maintenance of security systems on a quarterly basis for the period of five (5) years at Free State Regional Office, Bloemfontein.**

**ANNEXURE A – TERMS OF REFERENCE**

**1. REQUIREMENTS.**

ICASA intends to install a face recognition system and IP based CCTV cameras at different strategic points. The system will function effectively in pin-point identification of individuals whose record are already stored in the server and helps to locate the individual accurately and also give alarm calls and track their path of movement.

**2. Access Control system (Hikvision or Impro)**

**2.1 The Access control system has the following.**

- 2 x Face and palm recognition terminal, 7-inch LCD touch screen, 2 Mega pixel wide-angle lens, built-in mifare card reading module, 1 resettable green call point, 1 override key, 1 magnetic lock, and 1 door closer at main entrance.
- 2 x Face and palm recognition terminal, 7-inch LCD touch screen, 2 Mega pixel wide-angle lens, built-in mifare card reading module, 1 resettable green call point, 1 magnetic lock, and 1 door closer at boardroom outside entrance.
- 1 x Finger biometric reader, 1 no touch button, 1 resettable green call point, 1 override key 1 magnetic lock, and 1 door closer at reception to office door.

- 1 x Finger biometric reader, 1 no touch button, 1 resettable green call point, 1 override key 1 magnetic lock, and 1 door closer at server room.
- 1 x Finger biometric reader, 1 no touch button, 1 resettable green call point, 1 magnetic lock, and 1 door closer at technical storeroom.
- 1 x Finger biometric reader, 1 no touch button, 1 resettable green call point, 1 magnetic lock, and 1 door closer at confiscated storeroom.
- 1 x Finger biometric reader, 1 no touch button, 1 resettable green call points, 1 magnetic lock and 1 door closer at balcony west door from pause area.
- 1 x Finger biometric reader, 1 no touch button, 1 resettable green call points, 1 magnetic lock and 1 door closer at balcony west door from open plan.
- 1 x resettable green call point and 1 magnetic lock at open plan emergency door
- 1 x Hikvision Gatestation Video Module with Surface Mounting Accessories, CMOS 2MP HD Colorful Camera, Fisheye, 1 Call Button, 1-ch Indoor station with 7" Touch-Screen Indoor Station. 7" Colorful TFT LCD; Display for reception and open plan area.
- 1 x Face picture enrollment, fingerprint with 3.97-inch LCD touch screen and 2 mega pixel wide-angle lens.
- 1 x access control, CCTV viewing window 10 PC
- **Supply, installation, setup, commissioning, miscellaneous sundries, and labour for the access control system.**
- ICASA will supply installation map to the service providers.

## 2.2 CCTV surveillance camera system has the following;(Hikvision)

- 1 x 2 MP IP bullet camera outside reception door
- 1 x 2 MP IP dome camera reception area
- 1 x 2 MP IP dome camera boardroom door inside
- 1 x 2 MP IP bullet camera front balcony outside
- 1 x 2 MP IP bullet camera balcony west
- 1 x 2 MP IP dome camera open plan emergency door
- 1 x 2 MP IP dome camera confiscate store room
- 1 x 2 MP IP dome camera server room
- 1 x 2 MP IP dome camera technical storeroom
- 1 x 2 MP IP dome camera printing area
- 1 x 2 MP IP dome camera pause area emergency door

- 1x 2 MP IP bullet camera balcony west door inside
- 1 x 2 MP IP Bullet camera basement ICASA fleet parking
- 1 x 2 MP IP bullet camera Land Rover parking
- 1 x 32" NVR with 6 months recording storage
- 1 x 24 port network switch (Cisco)
- 1 x CCTV 21" monitor
- 1 x CCTV 32" monitor in managers office
- **Supply, installation, setup, commissioning, miscellaneous, sundries and labour for the CCTV camera system.**
- ICASA will supply installation map to the service providers.

### **2.3 Alarm system**

- 1 x passives and door contact at reception
- 1 x long range passive and door contact at boardroom
- 1 x long range passive at open plan and door contact for emergency door
- 1 x passive at managers office
- 1 x passive at back office
- 1 x passive and door contact at balcony door west
- 1 x passive and door contact at pause emergency door
- 1 x passive at technical storeroom
- 1 x passive at monitoring room
- 1 x siren
- 1 x 64 channel and back up battery
- 1 x LCD panel
- 1 x SMS notification router for alarm
- 1 x panic button installed at reception door
- 2 x mobile panic button
- **Supply, cabling, installation, setup, commissioning, miscellaneous, sundries and labour for the alarm system.**

### **3. Special requirements**

- **Integration and connection to IT network of access control, CCTV camera and alarm system. Patch cabling should be red for CCTV system, blue for access control system and should be clearly marked. Installation map of all systems should be submitted at project hand over.**

**4. Five (5) years maintenance contract for the security systems should include the call outs such as:**

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

Quotations should be submitted before repair or replacement of any damaged equipment

**For site visit purposes, kindly contact Mr. Machoene Thupana 076 446 8235**

**Mr. Lizo Mvinjelwa 078 753 5209**

**Mr. Foletsi Molepo 082 9500 904**

## 5. Evaluation criteria

No	Category (Cut-off 60)	Points																		
<b>A</b>	Functionality: Pre-qualification criteria (cut-off 60%)																			
	<b>Mandatory requirements</b>																			
	<b>Functional Proposal</b>																			
<b>1</b>	<p><b>Experience and knowledge of Key personnel</b></p> <p>i.e. Project Manager &amp; two Technicians in performing a similar work, at least 4-5 years of experience in relevant project</p> <table border="1"> <thead> <tr> <th>No</th><th>Functionality</th><th>Score</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Attached all CVs of Project Manager and (2) two Technicians with qualifications for technical installation of security systems with 4 - 5 years or more of experience.</td><td>5</td></tr> <tr> <td>2.</td><td>Attached CVs of Project Manager and one (1) Technician with qualifications for technical installation of security systems with 3-4 years of experience.</td><td>4</td></tr> <tr> <td>3.</td><td>Attached CVs of a project Manager and (1) one Technician with qualifications for technical installation of security system with 2-3 years of experience.</td><td>3</td></tr> <tr> <td>4.</td><td>Attached CV of only Project Manager and (1) one technician with qualifications for technical installation of security system with less than 1-2 years of experience.</td><td>2</td></tr> <tr> <td>5.</td><td>Irrelevant information/no response</td><td>1</td></tr> </tbody> </table>	No	Functionality	Score	1.	Attached all CVs of Project Manager and (2) two Technicians with qualifications for technical installation of security systems with 4 - 5 years or more of experience.	5	2.	Attached CVs of Project Manager and one (1) Technician with qualifications for technical installation of security systems with 3-4 years of experience.	4	3.	Attached CVs of a project Manager and (1) one Technician with qualifications for technical installation of security system with 2-3 years of experience.	3	4.	Attached CV of only Project Manager and (1) one technician with qualifications for technical installation of security system with less than 1-2 years of experience.	2	5.	Irrelevant information/no response	1	40
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<b>2</b>	<p><b>Bidder's experience in installation and maintenance of security systems.</b></p> <p>i.e. Attach five (5) contactable references on a company's letterhead where bidder rendered similar services:</p> <table border="1"> <thead> <tr> <th>No</th><th>Functionality</th><th>Score</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Attached 5 references where similar work was done</td><td>5</td></tr> <tr> <td>2.</td><td>Attached 4 references where similar work was done</td><td>4</td></tr> <tr> <td>3.</td><td>Attached 3 references where similar work was done</td><td>3</td></tr> <tr> <td>4.</td><td>Attached 2 references where similar work was done</td><td>2</td></tr> </tbody> </table>	No	Functionality	Score	1.	Attached 5 references where similar work was done	5	2.	Attached 4 references where similar work was done	4	3.	Attached 3 references where similar work was done	3	4.	Attached 2 references where similar work was done	2	30			
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**6. ANNEXURE B: PRICING**

**NAME OF BIDDER:** .....

**TOTAL PRICE QUOTE:** .....

<b><u>Description of service/goods</u></b>	<b><u>Unit Price (Rands VAT Excl)</u></b>	<b><u>Total Price (Rands VAT Excl)</u></b>
<b>Access Control system</b>		
<b>CCTV surveillance cameras</b>		
<b>Alarm system</b>		
<b>Five (5) years maintenance contract for the security systems on a quarterly basis</b>		
<b>SUB-TOTAL</b>		
<b>VAT</b>		
<b>GRAND-TOTAL</b>		