

TENDER DATA

Project title:	APPOINTMENT OF SERVICE PROVIDER TO DESIGN, SUPPLY, INSTALL, COMMISSION THE ACCESS CONTROL, CCTV SURVEILLANCE AND PUBLIC ADDRESS SYSTEM FOR SENTECH SOC LTD, AND PROVIDE MAINTENANCE FOR A PERIOD OF THREE (03) YEARS.
Bid no:	SENT/030/2021-22

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

This tender document details the system requirements for the design, supply, installation and commissioning of security systems as specified Contract Data for Sentech STP Campus at Radiokop. In intention of this tender is to ensure that an Intelligent Security Control system solution must be offered for the project.

The system must be designed in line with South African Government National Key Point Act.

This specification must be read in conjunction with the Bill of Quantity document the marked-up building drawings which will be on display at Sentech STP under supervision.

The scope of the electronic security on the SENTECH STP and one remote site (Kameeldrift-Pretoria and Mondeor), will be the following:

- Access Control
- Door Monitoring System
- CCTV surveillance System
- DSIM (Digital Security Information Management) Platform

2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a three-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

Envelope One “Original Technical Proposal” and one “Copy of Technical Proposal” together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

No Financial Information must be included in Envelope 1.

Envelope Two “Original Financial Proposal” (Contract Data and Pricing schedule/schedule of rates as applicable) together with 1 copy of “Financial Proposal” together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

Envelope Three “Copy of company profile, ID copies of company Directors, Copy of Valid Tax Clearance certificate of the company. Contents of this envelope shall be sent to State Security Agency for screening purposes. All employees to be deployed during the implementation of duties shall be subjected to screening by the State Security Agency before commencement of duties.

Bidders are required to place the sealed **Envelope 1** together with the sealed **Envelope 2** and sealed **Envelope 3** into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO: SENT/030/2021-22**
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER’S NAME AND ADDRESS**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bare all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

8. PRE-QUALIFICATION CRITERIA

With the objective of advancing designated groups, the Bidding condition applicable to this Bid is **BBBEE Level 1 to 4** (Specify targeted companies (EME / QSE) or minimum B-BBEE status level of contributor) as contemplated in PPPFA regulations, 2017 sub regulation 4(1). A Bidder must provide documentary evidence to support their compliance with this prequalification criteria. A Bidder that fails to meet any pre-qualifying criteria stipulated in this Bid document is an unacceptable Bid.

9. SUBCONTRACTING AS A CONDITION OF BID

The successful Bidder must subcontract a minimum of **25%** of the value of the contract to **BBBEE level 1** (specify the designated group targeted) as contemplated in the PPPFA regulations, 2017 sub regulation 9(1);

10. TRANSFORMATION PLAN

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request,

failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

11. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes X	No
If yes, specify the sector	X	
Specify minimum threshold applicable		

*Bidders must fill in the SBD6.2 for Local Content and Production

*Bidders must complete a SBD6.2 and relevant annexures for each designated group

Steel Construction Materials	Components	Local Content Threshold
Fabricated Structural Steel	Reinforcement steel/bars	100%
Frames	Doors and Windows	100%
Fasteners	Bolts, nuts, rivets and nails	100%
Wire Products	Fabric/ mesh reinforcing	100%

12. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

13. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

14. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

15. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

<p>2 Envelope system will be followed for Technical and Price offer</p>	<p>1. Stage 1 – Administrative Responsiveness Evaluation</p> <p>All the Technical Proposals will be evaluated against the Administrative responsiveness requirements as set out in the list of returnable documents.</p> <p>2. Stage 2 –Technical Evaluation</p> <p>All proposals that qualify based on the administrative responsiveness requirements will be evaluated against the Mandatory Evaluation Criteria. Tenders must COMPLY TO ALL the Mandatory Evaluation Criteria in order to qualify for further evaluation.</p> <p><u>Functional evaluation Criteria</u></p> <p>Only the Bidders that complied in full with ALL the Mandatory Criteria will be scored against the functional evaluation criteria set out in section 18.2 below. Bidder that score 55 points and more out of the possible 100 points will be evaluated further. Bidders who fail to score 55 or more points and fail to present proof and evidence to their response to Functional criteria will not be evaluated further.</p> <p>3. Stage 3 – Price and Preference</p> <p>Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder’s financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest.</p>
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16. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6,1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders MUST separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

16.1. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

17. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Technical Criteria

18. TECHNICAL EVALUATION CRITERIA

18.1. Mandatory Eligibility Criteria

1.1. Local Content

Steel Construction Materials	Components	DTi Local Content Threshold	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria
Laminated PV Modules	Reinforcement steel/bars	100%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi
Module Frames	Doors and Windows	100%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi
DC Combiner Boxes	Bolts, nuts, rivets and nails	100%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi
Mounting Structure	Fabric/ mesh reinforcing	100%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi

NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.

1.2. Mandatory Eligibility Criteria

The follow in criteria are mandatory to ALL BIDDERS:

Mandatory Eligibility Criteria	Attach evidence and provide reference page number in your proposal
1. Company must be a paid up PSIRA member	Valid PSIRA certificates for the Company
2. Company Director(s) must be PSIRA registered	Valid PSIRA certificates for the Company Director/s (Owner/s)
3. Company must be in good standing with PSIRA	Valid letter of good standing from PSIRA
4. A valid Letter of good standing from Dept. of Labour's Compensation Fund or FEM or RMA	Attach a valid letter of good standing
5. Company to provide a registered 3-phase installation electrician	Copy of Dept. of Labour registration certificate (indicating IE or MIE number)
6. Does the system offered interface directly with a Bio-facial reader and can be programmed from the central computer	Letter from OEM
7. Can the system offered allow the access card to download fingerprint and facial details to a remote site fingerprint and or facial reader	Letter from OEM
8. Can the Access Control System interface directly with the existing Avigilon CCTV surveillance system	Letter from OEM
9. Can the field controller interface to two doors and four Bio- readers as per specification? Controllers that take more than two doors will not be accepted.	Letter from OEM
10. Company must be an ISO 9001 accredited	Attach certificate
11. Provide an Installation program showing the different components as per provisional BOQ	Program (Attach data sheet)
12. Company to provide OEM test procedure documentation that will be used for final test & handover.	Copy of acceptance test guidelines in line with the data sheet

NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.

1.3. Functional Criteria

NO	FUNCTIONALITY CRITERIA	PROOF	MAXIMUM POINTS
1 (a)	<p>Provide a minimum of 2 (two) experienced Technicians. The above resources must be fully qualified (accredited) to install the Access Control system offered</p> <p>1 – 2 years → 03 points 3 – 4 years → 05 points 5 years and above → 10 points</p>	Valid proof of accreditation by the OEM + detailed CV's	10
1(b)	<p>Provide a minimum of 1 (one) experienced Engineer. The above resources must be fully qualified (accredited) to design the Access Control system offered</p> <p>1 – 2 years → 03 points 3 – 4 years → 05 points 5 years and above → 10 points</p>	Valid proof of accreditation by the OEM + detailed CV's	10
2 (a)	<p>Provide a minimum of 2(two) experienced Technicians. The above resources must be fully qualified (accredited) to install the CCTV system offered</p> <p>1 – 2 years → 03 points 3 – 4 years → 05 points 5 years and above → 10 points</p>	Valid proof of accreditation by the OEM + detailed CV's	10
2 (b)	<p>Provide a minimum of 1 (one) experienced Engineer. The above resources must be fully qualified (accredited) to design the CCTV system offered</p> <p>1 – 2 years → 03 points 3 – 4 years → 05 points 5 years and above → 10 points</p>	Valid proof of accreditation by the OEM + detailed CV's	10

NO	FUNCTIONALITY CRITERIA	PROOF	MAXIMUM POINTS
3	<p>Full system topology must be provided with the tender documentation clearly showing the different systems offered and how they are interfaced</p> <p>Excellent: → 15 points</p> <p>The proposed system topology has exceptional merit and reflects an excellent approach which should clearly result in full attainment of all requirements in the specification. The proposed system topology is clear and precise and demonstrates the bidders complete understanding of Sentech needs. The proposed system topology also contains innovative elements and additional functionality that will provide Sentech value add on its requirements.</p> <p>Good: → 10 points</p> <p>The proposed system topology has some merit and reflects an typical approach which will result in some of the key requirements in the specification being achieved. The proposed system topology is fairly clear and demonstrates the bidders reasonable understanding of Sentech needs. The proposed system topology just meets Sentech requirements.</p> <p>Poor: → 0 points</p> <p>The proposed system topology will not be capable of meeting Sentech's; requirements and specification. The proposed system topology has multiple weakness and deficiencies. The proposed solutions is considered a high risk, lacks clarity and precision and indicates a lack of understanding by the bidder of Sentech requirements.</p>	System topology	15
4	<p>Provide documentation indicating the DSIM platform offering. Backbone offering can interface across multiple systems.</p> <p>Only 1 System → 03 points More than 1 System → 05 points</p>	System topology and proposal	05

NO	FUNCTIONALITY CRITERIA	PROOF	MAXIMUM POINTS
6	Provide proof that the products offered have a minimum 2-year guaranteed life-cycle. 1 - year guaranteed life-cycle → 03 points 2 - year guaranteed life-cycle → 05 points	OEM letter - minimum 2-year life cycle	05
7	Company to provide commissioning, testing, handover, training methodology documentation Excellent: → 15 points The proposed methodology covers all elements of design, commissioning, testing, handover, training of the system. The methodology has exceptional merit and reflects an excellent approach which should clearly result in full attainment of all requirements in the specification. The methodology is clear and precise and demonstrates the bidders complete understanding of Sentech needs. The proposed methodology contains innovative elements and additional functionality that will provide Sentech value add on its requirements. Good: → 10 points The proposed methodology has some merit and reflects a typical approach which will result in some of the key requirements in the specification being achieved. The proposed methodology is fairly clear and demonstrates the bidders reasonable understanding of Sentech needs. The proposed methodology just meets Sentech requirements. Poor: → 0 points The proposed methodology will not be capable of meeting Sentech's; requirements and specification. The proposed methodology has multiple weakness and deficiencies. The proposed methodology is considered a high risk, lacks clarity and precision and indicates a lack of understanding by the bidder of Sentech requirements.	Methodology documentation	15
8	Provide a guarantee against lightning damage for a period of 5 years from handover Less than 12 months → 0 points	OEM Certificate/ Datasheet	10

NO	FUNCTIONALITY CRITERIA	PROOF	MAXIMUM POINTS
	1- 2 years' guarantee → 03 point 3 - 4 years' guarantee → 05 points 5 years guarantee or more → 10 points		
9	Company must be an Access Control & CCTV installer experience for a period of five years or more 0- 2 years' experience → 0 points 3 - 4 years' experience → 05 points 5 years or more experience → 10 points Provide a list of projects in Table 1 below, indicating start and completion dates of the Access Control and CCTV installation projects.	List of Projects	10
	Total Points		100

Table 1: Functional Criteria

Total minimum qualifying functional score is 55 points to be evaluated further.

2. Evaluation of Price and Preference

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

3. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

80/20-point scoring system			
Preference: 20 Points		Price: 80 points	
Other: B-BBEE Status Level Contributor			
B-BBEE Level	Number of Points	Price:	100 % (of 80)
1	20	Quality / Functionality:	0 % (of 80)
2	18		
3	14		
4	12		
5	8		
6	6		
7	4		
8	2		
Non-Compliant contributor	0		
		Total must equal:	100% (of 80)

4. Price Calculation 80/20

The following formula will be used to calculate the points for price.

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

Where:

- P_s = Points scored for price of bid under consideration
- P_t = Rand value of bid under consideration
- P_{min} = Rand value of lowest acceptable bid

22. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

TABLE 1: REFERENCES

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

	Customer	Service Provided	Contractual commencement date	Contractual completion date
1				
2				
3				
4				
5				
6				
7				