



SCM SUBMISSION: SPECIFICATION / SCOPE OF WORK

| | |
|--|---|
| PURPOSE OF SUBMISSION | To seek approval for specification / terms of reference / scope of work |
| DESCRIPTION OF GOODS / SERVICES / WORK | UPGRADE OF ALARM SYSTEM IN THE REGION |
| REQUEST FOR PROPOSAL NUMBER | |
| DIVISION | INFRASTRUCTURE |
| USER DEPARTMENT | TELECOMMUNICATIONS |
| DATE SUBMITTED | |



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1. INTRODUCTION

Passenger rail agency of South Africa is committed to ensure a safe working and high-performance environment whilst maintaining control of its assets by providing the necessary security at its Buildings. PRASA has a responsibility to manage, maintain and safeguard its assets. Thus, our alarm systems need to detect intrusion, such as unauthorized entry, into our buildings

The existing Alarm systems requires upgrading to achieve the objective of safeguarding PRASA's assets and provide a safe working environment for staff.

2. BACKGROUND INFORMATION

a. STATUS QUO

The current alarm system works by means of copper and GSM communication. Copper being the main mode of communication and GSM as backup. All our ticket offices and substations are equipped with this alarm system. The sites are equipped with keypads, PIR's, siren and control panel. The sites are all monitored by a Protection services operator at RMTCC from a client central computer where the alarms reflect. The main server is located at Cape Town equipment room. Currently only 15% of the sites the alarms are still working properly and reflecting at Protection services desk, others are down due to copper being stolen.

b. PROBLEM STATEMENT

Our current alarm system is old and outdated. The components required to maintain the system are no longer available in the market as they are not being manufactured anymore because of newer components being available. Since our alarm system work via copper, excessive amounts of vandalism have occurred especially throughout the region by copper thieves. Most ticket offices and substations are left without a working alarm system and thus unable to communicate with protection services operator in case of intrusion. The GSM backup communication is also not reliable as network issues are a problem.

c. PICTORIALS



Figure 1: Current Sur Guard Virtual Servers

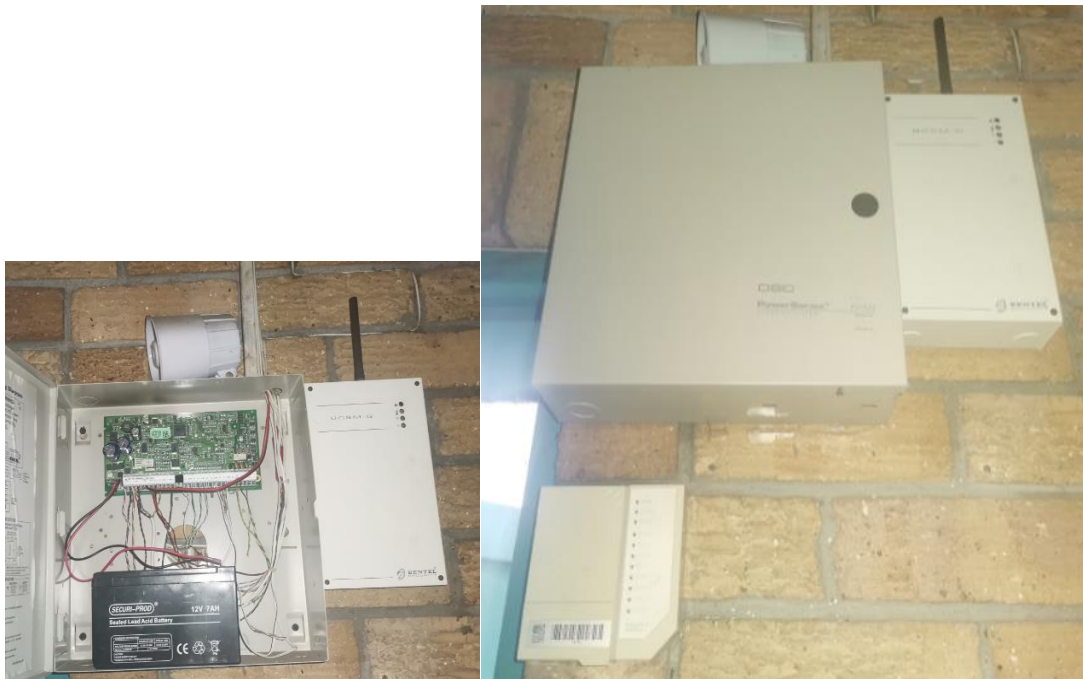


Figure 2: Control Panel with GSM Communicator and Keypad.



3. OBJECTIVE OF THE PROPOSED PROJECT

a. DESIRED OUTCOMES FOR CARRYING OUT THE PROPOSED PROJECT

Once this project is enabled it will allow Telecoms to manage the Alarm system network as it will now be via our own Fibre network. The use of copper as the main medium of communication will be removed. Stability and efficiency will be restored within the alarm system network and down time minimised.

b. PROJECT BENEFITS TO PRASA

- Real time monitoring of PRASA's infrastructure
- As PRASA, we will be able to monitor activates, collect evidence, and keep records of everything happening around our ticket offices and substations.
- Improve safety for our staff members

c. CURRENT MECHANISMS IN PLACE TO ADDRESS THE PROBLEM

NONE

4. SCOPE OF WORK AND AREAS OF FOCUS

a. SCOPE OF THE DESIRED SOLUTION

UPGRADE OF ALARM SYSTEM REGION

b. DETAILS ON THE PREFERRED SOLUTION

- Updating the server software (Patriot or equivalent) to the latest version and the client PC to be updated to the latest version.
- There is an existing "central alarm station receiver" that will need to be upgraded to the latest station receiver and a backup.
- All control panels at Ticket offices and Substations to be upgraded to support IP communication and all necessary cabling to be done.
- All sites to communicate with main server and client PC for monitoring.
- Alarm keypads to be upgraded to new models.
- In addition, to enable PRASA to support the system after installation, full administration training is required on the technical implementation and installation processes.



c. TARGETED AREA BY THIS PROJECT

All ticket offices and substations throughout the Western Cape region.

d. EXTENT AND COVERAGE OF THE PROPOSED PROJECT

The number of stations and substations is listed below, under the specifications.

e. OTHER RELATED PROJECTS

NONE

5. SPECIFICATION OF THE WORK OR PRODUCTS OR SERVICES REQUIRED

PRASA currently has a central server / PC (running on windows 8) in Cape Town equipment room that will need to be upgraded. Installed in this server is the Patriot software where all the alarms are Monitored and displayed. This server / PC connects to the Sur Guard receiver station. We have a client PC at RMTCC where protection services operator is monitoring the sites. The ticket offices and substations are equipped with "DSC" passive infrared detectors, Keypad, panic buttons (Only ticket offices) and alarm control panel (PC1808UA503) which links via copper phone line to the central station. Below are the devices that need to be upgraded and added.

- SG system virtual receiver station
- DSC Alarm Keypad
- PC1808 control panel
- Passive infra-red detectors
- GSM\Ethernet alarm communicator
- Patriot monitoring software
- Main Server and backup Server
- Client monitoring pc

The bidder will be expected to remove the existing equipment and install new equipment and test them. A fully working system needs to be handed over to PRASA once job is complete.

Since we are monitoring both Ticket offices and Substations, the bidder will be required to provide two separate server workstations and two separate client workstations. One server workstation will collect alarms from ticket offices and the other server will collect alarms from Substations. This will be the same for the client



workstation, where one will be used to view alarms coming from Ticket offices only and the other workstation will be used to view alarms coming from Substations. The two server workstations will be installed at RMTCC ground floor equipment room inside rack (rack will be provided by bidder). The two client workstations will be installed on the 1st floor RMTCC.

1. Provide 130 x Power Series 64 zone LCD Full-Message Keypads or equivalent, with below specification or equivalent.

| ITEMS | DESCRIPTION |
|---|---|
| Temperature range | -10°C to +55°C (14°F to 131°F) |
| LCD Viewable Area | 99 mm x 24 mm (3 9/10" x 15/16") |
| Plastic enclosure protection degree | IP30, IK04 |
| Voltage rating | 12VDC nominal |
| Current Draw: | 125 mA (Max) |
| Frequency | 433.92MHz (RFK55XX-433) |
| Dimensions | L x W x D): 168mm x 122mm x 20 mm (6 1/16" x 4 7/16" x 13/16") |
| Family | Neo |
| Wall mount tamper | |
| 5 programmable function keys | |
| Connects to control panel via 4-wire Keybus | |

2. Provide 130 Ethernet Alarm Communicator.

| ITEMS | DESCRIPTION |
|---------------|--------------|
| Input voltage | 10.8-12.5VDC |
| Current | 100mA@13.66V |



| | |
|-----------------------|---|
| Operating environment | -10°C to 55°C |
| Board dimensions | 100x150x15 |
| Receiver | <ul style="list-style-type: none"> • Sur-Gard SG-DRL3-IP, version 2.30+ (for Sur-Gard system III Receiver). • Sur-Gard SG-DRL3-IP, version 1.20+ (for Sur-Gard system IV Receiver). • Sur-Gard SG-DRL3-IP, version 1.00+ (for Sur-Gard system 5 Receiver). |
| Panel | HS2016, HS2032, HS2064, HS2128 |
| Comms Ports | 1x RJ45 jack |

3. Provide 130 Power Series Neo control panel or equivalent with below features to upgrade existing control panel.

- 8 on-board zones, expandable to 32 using HSM2108 hardware zone expanders.
- 4 partitions
- 71 user codes + master codes
- 71 proximity tags
- 32 wireless keys or panic pendants
- 500 event buffer
- 39 programmable zone types
- 46 programmable output options
- Expandable to 8 keypads
- Expandable to 32 wireless zones
- Expandable to 8 wireless sirens
- Expandable to 32 wireless repeaters
- 2 on-board programmable outputs
- Expandable to x4 500mA programmable outputs using HSM2204 high current expanders
- Expandable to x32 50mA programmable outputs using HSM2204 high current expanders
- Expandable to 3 power supply modules using HSM2300



- Operating environment: -10°C to 55°C
- Panel should come with 6 x DSC wired LC100 12M 90° passive infra-red detectors or equivalent 2x magnetic door contact, 1x 12V 7AH battery and 1 Fixed Panic Button. All necessary cabling should be provided.

4. DSC PC-Link Cable or equivalent

- Cable connects from PC\laptop to control panel to apply configuration.
- Programming cable for direct connection to DSC alarm control panels or equivalent.
- All required Software to configure panel via cable to be provided and demonstrated that it works.

5. 10 x 500 meter drums of Cat 6 shielded Ethernet cable with 250 RJ45 connectors and RJ45 cable boots. Contractor will make a cable with correct length according to the distance between switch and communicator at the specific site when installing alarm system. Network cable will be installed from Ethernet communicator to Switch and terminated. Bidder will be required to install conduits for cable to be routed, where necessary.

6. 6 x Workstation (2x main server workstations, 2x client workstations and 2x backup servers)

The six workstations required will be installed at the RMTCC. Two workstations will act as the server workstations, with one server collecting info from ticket offices and another server collecting info from Substations. The other two workstations will be backup server workstations, where in a case the main server fails the backup server can be used. The other two workstation will act as client workstations, with one client displaying alarms from Substation and other client displaying alarms from Ticket offices. Prasa Telecom staff must be fully trained on how to install and configure all applications. Below are the general specifications, and any brand is allowed that matches the specification:

Intel Core i7-11700 Processor (or equivalent)

- 16GB Memory



- 1TB SSD
- 4GB Graphics Card
- USB Keyboard
- USB Mouse
- UHD 24" Monitor

Connectivity

- Ethernet
- Integrated 100/1000M
- WLAN + Bluetooth
- RTL8822CE 11ac, 2x2 + BT5.0

Rear Ports

- 1x serial (9-pin)
- 1x VGA
- 1x HDMI 2.0
- 1x line-in (3.5mm)
- 4x USB 2.0
- 1x Display Port 1.4
- 1x Ethernet (RJ-45)
- Windows 10 Pro, English

The latest Patriot systems software (version 6.10) or equivalent to monitor and manage all the Alarms would need to be installed and configured on both Server workstations, client workstations and backup workstations.

- Software and hardware licenses shall be permanent. The license shall not expire, stop working after a period or attract an annual fee.
- Setup and configuration information of the application software shall be properly documented in the manuals so that it will be easy for Prasa Telecoms Technician to setup and configure system and expand system when necessary.
- All System Administration Rights/passwords shall be provided to PRASA immediately.
- All copies of installation software shall be provided to PRASA.



7. Rack Mount KVM Console (Keyboard, Video, Mouse)

KVM Console will be installed inside cabinet with the servers to allow for connection and controlling multiple PC/servers from one console. The KVM should have built-in 8 port switch which can directly control up to 8 servers. KVM will be installed by bidder and linked to the servers and must fit into 19inch cabinet. Below is the minimum specification for KVM console.

| ITEM | DESCRIPTION |
|-------------------------------|--|
| Computer Connections | Direct: 8 // Max: 256 (One 8 port KVM switch is integrated in 1U height console,) |
| Port Emulation | Keyboard & Mouse: PS/2, USB |
| LED Monitor | Model: SXGA TFT View Area: 17" Optimum Resolution: 1280x1024@60Hz Color: 16.7 M Brightness: 250 cd/m2 Contrast Ratio: 1000: 1 Pixel Pitch(mm): 0.264(H) × 0.264(W) |
| Mouse | X/Y Resolution: >1000 points/inch Scroll Wheel: Support Scroll Wheel function |
| Keyboard | 99 keys |
| Remote Console | KVM console (Java), terminal control |
| Port Selection | Button, hotkey, OSD menu, mouse |
| Power Input | 100V~240V AC, 50~60Hz, <1.5A |
| Power Consumption | 23 W |
| Operating Temperature | 0~50 °C |
| Product Dimension (W × D × H) | 448mm×581mm×42.5mm |

8. 43U 19-inch Cabinet.

The cabinet will be installed at RMTCC telecoms equipment room.

- 1x rack 19"43Ux800 PEBBLE GREY solid front & rear door
- 1x fan tray 8U x 4way fine silver
- 1x PUNCH PROFILE 43U ZINC PLATED



- 1 x 800MM DEPTH REDUCER KIT N/PLATED
- 1x CABLE TRAY 150MM FINE SILVER
- SIDE MOUNT TRAY 19" X 450MM FS
- 200 x NUT CAGE + SCREW + RET/WASH KIT ZPY
- 4 x 4U GLAND PLATE BLANK FINE SILVER
- 2 x 2U Brush Panel 80mm Brush
- 4 x 1U Brush Tidy Panel

9. 6 Way Aluminum Moulded Rack Mount PDU Multi Plug 6x 16A

| ITEMS | DESCRIPTION |
|-----------------|-------------------------------|
| Cable | Molded 2m |
| Size | Standard 19" 1.5U |
| Material | Aluminum Shell |
| Voltage | 220V-250V |
| Maximum Current | 16A |
| Mounting | Horizontal in Network Cabinet |
| 16A Output | 6-way ZA type 16A socket |
| Output Unit | 6 Way South Africa Type |

10. Transfer of Skills

- Detailed transfer of skills shall be given to PRASA telecoms technician to fully support the system. Configuring the system from scratch and all other administrative training
- A Transfer of skills program shall be designed to provide a comprehensive understanding and the basic level competency with the system. It shall be sufficiently detailed to allow PRASA Telecoms personnel to fully operate the system independent without any outside assistance and the training information should be inclusive in the system manual.



- The Bidder shall submit the transfer of skills concept, transfer of skills plan and transfer of skills material to PRASA for approval before the commencement of transfer of skills.
- Configuration Tool should be provided by bidder with applications installed necessary to maintain alarm network. Configuration Tool needs to be portable and will be PRASA property after transfer of skills.

Sites for Upgrade / Installation

Installation, configuration, and upgrading of the alarm system to a functioning state and allow for Protection services operators as proof of functionality at each site. Alarm should be activated, and signal sent to RMTCC operators as proof of functionality for each station. (Relevant IP address and connection to PRASA ICT and Telecoms Network will be provided)

| Ticket Offices and Substations at Southern Corridor | |
|---|--------------------------|
| Simon's town ticket office | Koeberg ticket office |
| Glencairn ticket office | Maitland ticket office |
| Fish hoek ticket office | Ndabeni ticket office |
| Kalk bay ticket office | Pinelands ticket office |
| St James ticket office | Hazendal ticket office |
| Muizenberg ticket office | Athlone ticket office |
| False bay ticket office | Crawford ticket office |
| Lake side ticket office | Lansdowne ticket office |
| Steenberg ticket office | Wetton ticket office |
| Retreat ticket office | Ottery ticket office |
| Heathfield ticket office | Southfield ticket office |
| Diep river ticket office | Substations |
| Steurhof ticket office | Fish hoek substation |


Ticket Offices and Substations at Southern Corridor

| | |
|----------------------------|----------------------------|
| Plumstead ticket office | False bay substation |
| Wittebome ticket office | Diepriver substation |
| Wynberg ticket office A | Crawford substation |
| Kenilworth ticket office | Hazendal substation |
| Harfield ticket office | Wynberg ticket office B |
| Claremont ticket office | Maitland 3KV substation |
| Newlands ticket office | Maitland 11KV substation |
| Rondebosch ticket office | Salt river 3KV substation |
| Rosebank ticket office | Salt river 11KV substation |
| Mowbray ticket office | Cape town substation |
| Observatory ticket office | Rappenburg substation |
| Salt river Ticket office A | Newlands substation |
| Salt river Ticket office B | Wynberg substation |
| Woodstock ticket office | |

Ticket Offices and Substations at Northern Corridor

| | |
|----------------------------|----------------------------|
| Thornton ticket office | Oosterzee ticket office |
| Goodwood ticket office | Kuils river ticket office |
| Vasco ticket office | Blackheath ticket office |
| Elsies river ticket office | Melton rose ticket office |
| Parow ticket office | Eerste river ticket office |
| Tygerberg Ticket office A | Tygerberg Ticket office B |
| Bellville ticket office | Faure ticket office |



| | |
|----------------------------|-----------------------------|
| Stikland ticket office | Firgrove ticket office |
| Brackenfell ticket office | Somerset west ticket office |
| Eikenfontein ticket office | Van der stel ticket office |
| Kraaifontein ticket office | Strand ticket office |
| Mutual A ticket office | Stellenbosch ticket office |
| Mutual B ticket office | Du toit ticket office |
| Century city ticket office | Klapmuts ticket office |
| Monta vista ticket office | Paarl ticket office |
| De Grendel ticket office | Huguenot ticket office |
| Avondale ticket office | Mbekweni ticket office |
| Willington ticket office | Bellville station |
| Substations | |
| Elsies river substation | Kensington substation |
| Goodwood substation | Paaiden eiland substation |
| Traction Main substation | Kasseisvlei substation |

| Ticket Offices and Substations at Central Corridor | |
|---|--------------------------|
| Langa ticket office | Bontheuvel ticket office |
| Lavistown ticket office | Modderdam ticket office |
| Unibell ticket office | Pentech ticket office |
| Sarepta ticket office | Netreg ticket office |
| Heideveld ticket office | Nyanga ticket office |
| Phillipi ticket office | Lentegour ticket office |



| | |
|--------------------------------|----------------------------|
| Mitchell's plain ticket office | Kapteinsklip ticket office |
| Stock road ticket office | Mandalay ticket office |
| Nolungile ticket office | Nonkqubela ticket office |
| Khayelitha ticket office | Kuyasa ticket office |
| Chris Hani ticket office | |
| Substations | |
| Chris hani substation | Nonkqubela substation |
| Kapteinsklip substation | Lentegeur substation |
| Staging road substation | Nyanga substation |
| Langa 11kV and 3kV substation | Modderdam substation |

Special Conditions

1. Staff Compliment: 1 Electronic Technician is required for this contract and is mandatory. The applicable evaluation criteria are dealt with further on in this document.
2. Should individuals need to be replaced after contract awarding, they would need to be replaced by a similarly experienced individual that has the same amount of experience (or more) and qualification (if applicable) and the Project Manager be informed for scrutiny and decision.
3. No second-hand/refurbished equipment will be considered.
4. All products and workmanship should carry a 1-year warrantee and should be priced into the current BOQ items and "NOT" as a separate line item in the BOQ.
5. All licensing for products requested in the BOQ should be included as a once off type license for the live system. Should PRASA require software patch updates or support after the initial licensing expires, PRASA will procure such serves at a time deemed necessary.



6. The system provided should also not require a connection to the internet to operate. All initial updates and configurations requiring internet connection should be supplied and installed at the cost of the contractor

6. TIME FRAMES / PROGRAMS

The duration of this project will be 24 months.

KEY MILESTONES

| Milestone | Key dates |
|--------------------------------------|-----------|
| Specification / TOR / SOW Approval | |
| Tender Advert | |
| Tender Briefing | |
| Tender Close/Submissions | |
| Approval of BEC and BAC committee | |
| Tender Evaluations | |
| HVTP (where applicable) | |
| Tender Recommendations and approvals | |
| Negotiation (where required) | |
| Award to successful Bidder | |
| Signing of Contract | |

Table 6.1 Key Milestones

7. EVALUATION METHODOLOGY

7.1. TRANSFORMATION PROCUREMENT

- a. PRASA may transform its procurement spend by utilising the following:
 - i. PPPFA allows organs of state to utilise prequalification criteria for preferential procurement.
 - ii. PPPFA allows organs of state to utilise subcontracting as a condition of tender. It also allows organs of state to choose more than one options to subcontracting i.e. subcontract to EME or QSE and an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships amongst others and clearly state this requirement in the tender document as organs of state are allowed to choose more than one category for subcontracting.



- iii. PPPFA allows organs of state to use objective criteria and stipulate same in the tender document.
- iv. The above regulations allows PRASA to achieve their objective of Enterprise and Supplier Development (ESD) as far as participation of local enterprises is concerned especially when market analysis has been done to justify including an EME or QSE or an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or township etc.

b. Local Content: *(LC requirement per designation)*

The below table declares the local content per designated sector as extracted from “National Treasury Designated Sectors Instructions.”

| No | Component and Manufacturing Processes | Local Content |
|----|---------------------------------------|---------------|
| 1. | Telecom’s Cable (Copper) | 90% |
| 2. | Steel Products and components | 100% |
| 3 | Plastic Pipes and Fittings | 100% |

- i. The PPPFA Regulations, 2017, prescribe how Local Production and Content is to be measured in public sector Bids. In terms of these regulations when issuing bids involving designated sectors, PRASA must advertise such bids with a specific bid condition that only locally produced or manufactured Goods or Services which meet a stipulated minimum threshold for local production and content will be considered. For example, if the stipulated minimum threshold for LC is 70%, this means that 70% of the bid price must be spent on LC (i.e. everything that is not included in Imported Content.)
- ii. Designated sectors, sub-sector or industry or product, are those sectors which in accordance with national development and industrial policies have been designated by the DTI in consultation with National Treasury, for Local Production and Content. The National Treasury must inform organs of state of any designation made through a circular / instruction note. The circulars/instructions issued by NT on designated sectors must always be strictly adhered to when bids in these sectors are issued. Refer to NT’s website for the latest list of designated sectors. Further please refer to the circulars/instructions issued by NT as certain sectors have designated sub-sectors/components in addition to the overall thresholds.



- iii. PRASA, its Divisions and Subsidiaries are to note that local content is applicable to all designated products irrespective of the value unless indicated otherwise in the specific Instruction/Circular.
- iv. PRASA, its Divisions and Subsidiaries must be aware that certain Bidders may have approached the DTI to be exempted from meeting all LC requirements. Where such exemption has been received by a Bidder, Procurement must request a copy of such exemption from the Bidder with their Bid submission.
- v. Where a response to PRASA's bid invitation indicates that the market does not have capacity for the LC threshold for that particular designated sector or alternatively where PRASA is aware prior to issue a bid, of the market's lack of capacity, SCM must:
 - verify this position by conducting a market analysis; and/or
 - issue Request for Information (RFI);
 - Based on the results above the GCPO must engage the DTI to seek exemption from the LC requirement. The application for an exemption must be accompanied by a report of the outcome from the above exercise, as proof of the status of the market. Should an exemption be granted, the exemption must be referred to in the Bid document.
 - Where, after the contract has been awarded, a bidder can no longer meet the LC requirements, Procurement and the end user must deal with such a bidder in terms of the contractual terms and conditions relating to non-performance. However, there are National Treasury Instruction Notes that were issued with a clause which affords bidders an opportunity to approach the DTI with a request for exemption. In this regard, Procurement and the end-user must always verify if exemption is applicable against that specific Instruction Note.

LC Requirements in Bid Documents

- i. It is a requirement that the following documents be listed as mandatory returnable documents, whenever a minimum threshold for LC is required:
- ii. Declaration Certificate for Local Production and Content [SBD 6.2]; and
- iii. Annexure C – Local Content Declaration: Summary Schedule.
- iv. The following documents are supporting schedules and may be requested as essential returnable documents if PRASA would like to verify them for a particular bid:
- v. Annexure D – Imported Content Declaration: Supporting Schedule to Annexure C; and
- vi. Annexure E – Local Content Declaration: Supporting Schedule to Annexure C.



c. Principles of Subcontracting as a prequalification criterion in terms of the PPPFA (if feasible – please state reasons, if not)

The following principles of subcontracting must be applied:

- i. **Subcontracting as a prequalification requirement for contracts above R30m:** This relates to a decision taken by PRASA compelling bidders to, where feasible, subcontract to designated groups or companies on specific identified commodities.
- ii. Where a feasibility analysis on subcontracting is conducted and the outcome indicates that a lesser percentage than the 30% mentioned in the regulations is feasible, this lesser percentage should be set as a prequalification criteria in the bid document; and

d. Target Procurement: Prequalification criteria for preferential procurement (if set aside for targeted procurement or not)

If PRASA decides to apply pre-qualifying criteria to advance certain designated groups, it must advertise the bid with a specific bidding condition that only one or more of the following bidders may respond:

- i. a bidder with a stipulated minimum B-BBEE status level;
- ii. an Exempted Micro Enterprise (EME) or a Qualifying Small Enterprise (QSE); and
- iii. a bidder subcontracting a minimum of 30% to an EME or QSE.
- iv. a bidder subcontracting a minimum of 30% to an EME or QSE which is:
- v. at least 51% owned by black people;
- vi. at least 51% owned by black people who are youth;
- vii. at least 51% owned by black people who are women;
- viii. at least 51% owned by black people with disabilities;
- ix. 51% owned by black people living in rural or underdeveloped areas or townships;
- x. at least 51% owned by black people who are military veterans; or
- xi. a tenderer subcontracting a minimum of 30% to a co-operative which is at least 51% owned by black people.



7.2. EVALUATION PROCESS

Interested bidders for this project shall be evaluated in terms for their administrative responsiveness, substantive responsiveness, technical/functional (capacity testing) evaluation and preference points. The evaluation committee shall use the following Evaluation Criteria depicted in table 7.1 below for the selection of the preferred bidder that shall render / deliver the required works, goods and / or services.

| EVALUATION PROCESS | |
|-------------------------------|--|
| Stage 1 | |
| Compliance | Administrative Responsiveness |
| | Substantive responsiveness (mandatory) |
| Stage 2 | |
| Technical/Functional Criteria | Testing of capacity – meet minimum threshold of 70% |
| Stage 3 | |
| Preference Points | |
| Price | 80 |
| BBBEE | 20 |
| TOTAL | 100 |

Figure 7.1: Evaluation criteria for the selection of a potential bidder

7.2.1 STAGE 1 - Administrative and Substantive Responsiveness.

If a supplier / bidder does not submit the following documents the Proposal will be disqualified automatically: (this list is not exhaustive)



| No. | Description of requirement | |
|-----|--|--|
| a) | Completion of ALL RFQ documentation (includes ALL declarations and Commissioner of Oath signatures required) | |
| c) | Signed Joint Venture, Consortium Agreement or Partnering Agreement (whichever is applicable) | |
| e) | Declaration document for local content and production SBD 6.2 1. Telecom's Cable – 90% 2. Steel Products and Components – 100% 3. Plastic Pipes and Fittings – 100% | |
| f) | Annexure C – Local Content Declaration – Summary Schedule | |
| h) | Professional registration of key personnel: | |
| | NB: Provide copies of original qualifications and certificates of professional bodies. The copies must be certified by commissioner of oath. The date on the stamp shall be three months or less old, before the closing date of the tender. If the qualification has been awarded in other language either than English please provide translation in English) | |

If you do not submit the following basic compliance documents and should an award, be made, these basic compliance documents must be made available within seven (7) days, failing of which the award will be recalled.



| No. | Description of requirement | |
|-----|--|--|
| a) | Letter of Good Standing: COID | |
| b) | Supply of valid SARS Pin | |
| c) | Company registration documents | |
| d) | Copies of Directors' ID documents | |
| e) | CSD supplier registration number | |
| f) | Copies of the Rates and Taxes to determine the footprint | |
| g) | Original or certified B-BBEE certificate (Certificates issued by a SANAS accredited verification agency) | |

NB: Bidders must submit proof its BBBEE status level Contributor, a bidder failing to submit proof of BBBEE status level of contributor or is a non-compliant to BBBEE may not be disqualified and will score 0 points of 20 for BBBEE

7.2.2 STAGE 2 - Technical / Functionality Requirements

Qualifying bidders shall be evaluated on technicality / functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is **70%**. Bidders who score below the minimum requirement shall not be considered for further evaluation in stage 3.

Summary of the technical/functional requirements are presented in the table 7.2 below.

| ITEM | CRITERIA | WEIGHT |
|------|---|------------|
| 1 | Capacity – Key Staff: Electronic Technician | 50 |
| 2 | Previous Experience / Organisational Experience | 50 |
| | TOTAL | 100 |


Table 7.2: Technical Evaluation Criteria

Details of the scoring methodology presented above are outlined below:

0 - Not submitted / Irrelevant; 1 - Poor; 2 - Average; 3- Good; 4-Very Good, 5-Excellent.

| CRITERIA | WEIGHT | | SCORES |
|---|-------------------------------------|---------|-----------|
| <u>Capacity – Key Staff: Electronic Technician</u> Provide evidence of Alarm Systems and Access Control Technician with PSIRA Registration . Their respective experience and knowledge must pertain to Alarm System installations, maintenance, servicing and be presented in a CV or résumé. CV shall include, but is not limited to the following: <ul style="list-style-type: none"> • Appropriate Qualifications of Staff pertaining to this tender. • Experience must be relevant to the Tender. NOTE: The bidder will be given the lowest score if: <ul style="list-style-type: none"> • NO evidence of Qualifications is submitted. • Qualifications submitted do not meet the minimum required qualification. | 5 Years or more Experience | 5= 100% | 50 |
| | 4 Years' Experience | 4= 80% | |
| | 3 Years' Experience | 3= 60% | |
| | 2 Years' Experience | 2= 40% | |
| | Experience is Less than 1 Year | 1= 20% | |
| | Experience is Irrelevant or Omitted | 0=0% | |



| CRITERIA | WEIGHT | | SCORES |
|---|----------------------------|---------|--------|
| <p><u>Previous Company / Organisational Experience:</u></p> <p>Supply evidence of Previous Experience in the Form of Completed Projects/Services/Contracts that required Alarm System installations, maintenance, servicing, and repair. The evidence should come in the form of five (5) completed reference letters, where 1 reference letter equates to 1 project completed. The reference letter must address the below items.</p> <p>Attached is a reference letter template that can be used. The reference letter must be sent to the company/business where services were previously rendered for. Should the bidder be in possession of an existing letter, the letter shall cover all aspects outlined below.</p> <p>A. <u>Previous Client and Completed Works/ Services Information</u></p> <p>i. Name of the Organisation</p> <p>ii. Description of Works/Goods/Services that were provided</p> <p>iii. Year</p> <p>iv. Duration</p> <p>B. <u>Evaluation of Service Provider's Performance</u></p> <p>i. Project Completed within the Stipulated Timeframes and adhering to Lead Times.</p> <p>ii. Quality of Products and Services Provided.</p> | Excellent | 5=100 % | 50 |
| | Very Good | 4=80% | |
| | Good | 3=60% | |
| | Average | 2=40% | |
| | Poor | 1=20% | |
| | Not submitted / Irrelevant | 0=0% | |



Figure 7.3: Detailed scoring methodology



INDICATORS FOR THE RATING OF QUALITY CRITERIA

| No | Quality Criteria | INDICATORS | | | | | |
|----|--|-------------------------------------|--|--|---|--|--|
| | | 0 | 1 | 2 | 3 | 4 | 5 |
| 1. | <p><u>Capacity – Key Staff: Technician</u> Provide evidence of skilled personnel of your company and their respective qualification, training or experience pertaining to the Alarm System environment.</p> <p>Alarm Systems and Access Control Technician with PSIRA Registration. Their respective experience and knowledge must pertain to Alarm System installations, maintenance, servicing, and repair and be presented in a CV or résumé. CV shall include, but is not limited to the following:</p> | Experience is irrelevant or omitted | Experience is less than 1 year in relation to alarm systems. | Provide an Alarm Systems and Access Control Technician with PSIRA Registration CV stating their relevant skills in relation to Alarm System installations, maintenance, servicing, and repair | Provide an Alarm Systems and Access Control Technician with PSIRA Registration CV stating their relevant skills in relation to Alarm System installations, maintenance, servicing, and repair 3 years' experience | Provide an Alarm Systems and Access Control Technician with PSIRA Registration CV stating their relevant skills in relation to Alarm System installations, maintenance, servicing, and repair | Provide an Alarm Systems and Access Control Technician with PSIRA Registration CV stating their relevant skills in relation to Alarm System installations, maintenance, servicing, and repair 5 years or more experience |



| No | Quality Criteria | INDICATORS | | | | | |
|----|--|---|--|---|--|---|--|
| | | 0 | 1 | 2 | 3 | 4 | 5 |
| | <ul style="list-style-type: none"> • Appropriate Qualifications of Staff pertaining to this tender. • Experience must be relevant to the Tender. <p>NOTE: The bidder will be given the lowest score if:</p> <ul style="list-style-type: none"> • NO evidence of Qualifications is submitted. • Qualifications submitted do not meet the minimum required qualification. | | | 2 years' experience | | 4 years' experience | |
| 2 | <p><u>Previous Experience/ Organisational Experience</u></p> | Note: zero points allocated for this criteria | Note: 20% of points allocated for this criteria 1 project successfully completed with | Note: 40% of points allocated for this criteria. 2 project successfully completed with | Note: 60% of points allocated for this criteria. 3 projects successfully completed with 3 | Note: 80% of points allocated for this criteria. 4 projects successfully | Note: 100% of points allocated for this criteria. 5 projects or more successfully completed with 5 or |



| No | Quality Criteria | INDICATORS | | | | | |
|----|--|--|--|---|---|--|---|
| | | 0 | 1 | 2 | 3 | 4 | 5 |
| | <p>Supply evidence of previous experience in the form of completed projects/services/contracts that required Supply, Delivery, and Installation of Security Alarm System applications.</p> <p>The evidence should come in the form of five (5) completed reference letters. Where 1 reference letter equates to 1 project completed. The reference letter must address the below items.</p> <p>Attached is a reference letter that can be used. The reference letter must be sent to the company/business where services were previously rendered for. Should the bidder be in possession of an existing letter, the letter shall cover all aspects outlined below.</p> | <p>0 projects completed with 0 relevant reference letters.</p> | <p>1 relevant reference letter.</p> <p>Note: The reference letter must be signed and stamped by the company/ Business where the services were previously rendered and comply with the two listed criteria.</p> <p>If the reference letter does not feature all criteria, then the tenderer will be given the lowest score.</p> | <p>2 relevant reference letter.</p> <p>Note: The reference letter must be signed and stamped by the company/ Business where the services were previously rendered and comply with the two listed criteria.</p> <p>If the reference letter does not feature all criteria, then the tenderer will be given the lower score.</p> | <p>relevant reference letters.</p> <p>Note: The reference letter must be signed and stamped by the company/ Business where the services were previously rendered and comply with the two listed criteria.</p> <p>If the reference letter does not feature all criteria, then the tenderer will be given the lower score</p> | <p>completed with 4 relevant reference letters.</p> <p>Note: The reference letter must be signed and stamped by the company/ Business where the services were previously rendered and comply with the two listed criteria.</p> <p>If the reference letter does not feature all criteria, then the tenderer will be given</p> | <p>more relevant reference letters</p> <p>Note: The reference letter must be signed and stamped by the company /Business where the services were previously rendered and comply with the two listed criteria.</p> <p>If the reference letter does not feature all criteria, then the tenderer will be given the lower score</p> |



| No | Quality Criteria | INDICATORS | | | | | |
|----|---|------------|---|---|---|-----------------|---|
| | | 0 | 1 | 2 | 3 | 4 | 5 |
| | <p>A. <u>Previous Client and Completed Works / Services Information:</u></p> <p>i. Name of the Organization</p> <p>ii. Description of Works/Goods/Services that were provided</p> <p>iii. Year</p> <p>iv. Duration</p> <p>B. <u>Evaluation of Service Provider's Performance</u></p> <p>i. Project completed within the stipulated timeframes and adhering to lead times.</p> <p>ii. Quality of products and services provided.</p> | | | | | the lower score | |



METRORAIL- WESTERN CAPE

CONTACTABLE REFERENCE FOR TENDERER

TENDER/PROJECT: UPGRADE OF ALARM SYSTEMS IN THE REGION

Name of the Tenderer: _____

To: PRASA – Metrorail – Western Cape

I, the undersigned duly authorized representative, hereby furnish this reference on behalf of the organisation named herein:

A. Previous Client and Completed Works/Services Information

I. Name of the Organisation : _____

II. Summary and Description of Works/Goods/Services that were provided :

III. Year : _____

IV. Duration : _____

V. Value of Works/Services/Goods : _____

B. Evaluation of Service Provider's Performance

1. Were the Works/Service/ Product completed/Delivered within Stipulated Timeframes Yes ☐ No ☐
 If no kindly comment _____

2. Were the Works/Services/Product meet the expected and specified Quality Yes ☐ No ☐
 If no kindly comment _____

Signature: _____

Telephone: _____

Date: _____

Business stamp with date



7.2.3 STAGE 3 - Pricing and BBBEE

BILL OF QUANTITIES

UPGRADE OF ALARM SYSTEM IN THE REGION

| ITEM NO | DESCRIPTION | UNIT | QTY | LOCAL CONTENT | Unit Price (Excl. Vat) | | Total Price (Excl. Vat) | |
|---------|--|-------------------|------|---------------|------------------------|----|-------------------------|----|
| | | | | | R | C | R | C |
| 1 | Alarm Keypad | Each | 130 | N/A | R | 00 | R | 00 |
| 2 | Alarm Ethernet Communicator | Each | 130 | N/A | R | 00 | R | 00 |
| 3 | Alarm Control Panel | Each | 130 | N/A | R | 00 | R | 00 |
| 4 | DSC PC-Link Cable or Equivalent | Each | 10 | 90% | R | 00 | R | 00 |
| 5 | Category 6 Cable (With RJ45 Connector and RJ45 Cable Boots) | Drum (500 meters) | 10 | 90% | R | 00 | R | 00 |
| 6 | Server\Client monitoring PC's (with Alarm Application installed) | Each | 6 | N/A | R | 00 | R | 00 |
| 7 | Rackmount KVM Console | Each | 1 | N/A | R | 00 | R | 00 |
| 8 | 43u 19inch Cabinet | Each | 1 | 100% | R | 00 | R | 00 |
| 9 | Rack Mount PDU Multi Plug | Each | 2 | N/A | R | 00 | R | 00 |
| 10 | Training | Days | 5 | N/A | R | 00 | R | 00 |
| 11 | Installation, Configuration, and Setup: Alarm System | SUM | 100% | N/A | R | 00 | R | 00 |
| | Sub-Total | | | | | | R | 00 |
| | Vat | | | | | | R | 00 |
| | Total | | | | | | R | 00 |

Note: NB! THE QUANTITIES STIPULATED IN THIS BILLS OF QUANTITIES ARE FOR PRICE COMPARATIVE REASONS ONLY AND SERVES NO INDICATION THAT THESE ARE THE ACTUAL QUANTITIES THAT WILL BE ORDERED.



The following formula shall be used by the Bid Evaluation Committee to score potential bidders on pricing:

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

Where:

P_s = Points scored for the price of tender under consideration;

P_t = Rand value of the tender under consideration;

P_{\min} = Rand value of the lowest acceptable tender.

The minimum qualifying criteria for pricing is 80 points as per the standard Evaluation Criteria presented in figure 7.1 above.

The BBBEE component of the evaluation process is weighted at 20 points in figure 7.1 of the standard Evaluation Criteria outlined above. Bidders will be awarded points based on the level of the BBBEE status presented in the BBBEE Certificate issued by an approved agency certified by SANAS. Details of the allocation of points by the Evaluation Committee are presented in figure 10.4 below.

| B-BBEE STATUS LEVEL OF CONTRIBUTOR | NUMBER OF POINTS(80/20 SYSTEM) BELOW R50 MILLION |
|------------------------------------|---|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |



| B-BBEE STATUS LEVEL OF CONTRIBUTOR | NUMBER OF POINTS(80/20 SYSTEM) BELOW R50 MILLION |
|------------------------------------|---|
| 8 | 2 |
| Non-Compliant Contributor | 0 |

Figure 7.4: BBBEE Evaluation Criteria