

**KZN GROWTH FUND TRUST**  
**REQUEST FOR QUOTATION (RFQ)**  
**RFQ REFERENCE NUMBER – KGFT RFQ 2023 - 01**  
**FACIAL RECOGNITION AND BIOMETRICS ACCESS CONTROL SYSTEM FOR KGFT AND**  
**MAINTENANCE FOR 36 MONTHS**

Closing date : 20 June 2023  
Time : 12:00  
Submission format : email [scm@kzngf.co.za](mailto:scm@kzngf.co.za)

Name of the respondent: .....

Late bids will not be accepted

## BID DETAILS

Bid title : Request for Quotation for Facial Recognition and Biometric Access Control System & Maintenance

Procurement Reference Number : **KGFT – RFQ 2023 -01**

Description of Goods & Services : Facial Recognition and Biometric access control system and maintenance for 36 months

Date of RFP : 23 May 2023

Date of RFP CLOSING : **20 June 2023**

## CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Sijabulile Ntshangase

Telephone: 031 372 3720

E-mail: [scm@kzngf.co.za](mailto:scm@kzngf.co.za)

## BIDDER'S DETAILS

NAME OF BIDDER.....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

TELEPHONE NUMBER Code ..... Number .....

CELL PHONE NUMBER Code ..... Number .....

FACSIMILE NUMBER Code ..... Number .....

E-MAIL ADDRESS .....

**Signature of Bidder .....** **Date .....**

## **1. PURPOSE**

The Kwazulu-Natal Growth Fund Trust (KGFT) invites quotations from suitably qualified service providers to provide KGFT with a Facial and Hand Palm Recognition Biometric Access Control System.

## **2. BACKGROUND**

KZN Growth Fund Trust (KGFT) is a Trust, established and capitalised by the Provincial Government to provide debt and equity. The main objective of the KGFT is to provide support for creating and enabling environment for activities that create jobs and accelerate the economic development of KZN whilst promoting Broad Based Black Economic Empowerment (B-BBEE).

### **2.1 Procurement Philosophy**

It is the policy of KGFT, when purchasing goods and obtaining services to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being given to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BEE Policy;
- b) The promotion of national and regional local service providers and agents before considering overseas service providers and;
- c) The development, promotion and support for the moral values that underpin the above, in terms of KGFT Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within KGFT.

The KGFT wishes to engage with service providers who are equally committed to maintain high quality services and better pricing

### **3. SCOPE OF SERVICES REQUIRED**

Facial Recognition and Palm Detection Biometric Access Control System for KGFT. The system must have the capacity of 50 staff.

There are two access points currently at KGFT, access to the offices and access to the Server Room. There system will need to be installed at both access points.

- Hardware (supply a computer that this system will be linked to)
- Override button in case of emergency
- UPS for loadshedding
- Time and attendance
- Facial Recognition
- Hand Palm Recognition
- Power supply & power store
- Stable power battery
- Facial Enrolment
- Hand Palm Enrolment
- PC access control
- Vision monitor
- Door close medium duty without hold 25kg-45kg.
- Travel
- Labour Fees
- Sundries
- Travel
- Labour Fees
- Sundries
- Callout fees and maintenance

Companies must be cost separately for charges to move the system to a new building, cost must include the reinstallation of the system.

### **4. CONTRACT DURATION**

36 months from the day of installation.

### **5. AWARD OF THE RFP**

KGFT is not obliged to accept and award this tender to the lowest bidder or any other bidder.

## **6. THE INFORMATION REQUIRED**

You are and required to provide the KGFT with a proposal, by **no later than 12:00pm on 19 June 2023**.

## **7. EVALUATION PROCESS AND CRITERIA**

Selection will be conducted over three stages as detailed below:

**Stage 1 - Compliance with Minimum Requirements**

**Stage 2 – Functionality**

**Stage 2 – Price and Specific Goals**

### **7.1 STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS**

All proposals must be completed and accompanied by:

- 7.1.1 SBD 1, SBD 4 and SBD 6.1
- 7.1.2 Company Profile
- 7.1.3 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration)
- 7.1.4 Tax Compliance Status Pin
- 7.1.5 Three (03) Letter Reference of similar work carried out, on the company letterhead, dated and signed.

**All bids duly lodged as specified in this RFQ will be examined to determine compliance with the mandatory requirements and conditions. Failure to provide any mandatory information as requested above will results in the submission being deemed non-responsive.**

## 7.2 STAGE 2 – FUNCTIONALITY EVALUATION

Scores will be tabulated to 100 points. Respondents must score 70 points and over to be assessed on their financial offer and preference score.

FUNCTIONAL EVALUATION CRITERIA	Weight
<p><b>COMPANY EXPERIENCE:</b> The service provider must have at least three (3) years' experience or more in providing the required service.</p> <p>The company must demonstrate experience in the required services, and this must be detailed the Company Profile and <b>Annexure B (page 11)</b></p> <ol style="list-style-type: none"> <li>The bidder has demonstrated the experience and have <u>more than</u> three (3) years' experience = 20 points</li> <li>The bidder has demonstrated the experience and have three (3) years' experience = 10 points</li> <li>The bidder has demonstrated the experience and have less than three (3) years' experience = 5 points</li> </ol>	20
<p><b>EXPERIENCE OF THE TEAM:</b></p> <p>Proof of capacity to conduct similar or related supply, delivery, and assemble /installation of biometric access system.</p> <p>On-site team leader(s)/supervisor's experience in managing supply, delivery, and assemble/installation of the biometric access system (provide a C.V with a minimum of three contactable references, a relevant trade test or equivalent and/or certified copies of a senior certificate</p> <ol style="list-style-type: none"> <li>Relevant qualification and experience of the team leader(s)/supervisor(s) in managing supply, delivery, and assemble/installation of the biometric access system. (20) <ol style="list-style-type: none"> <li>Qualification of team leader/supervisor: (10) <ol style="list-style-type: none"> <li><b>N3 in electronics/electrical or equivalent = 10</b></li> <li><b>Matric plus relevant certificate of competency = 5</b></li> <li><b>No matric or N3 in electronics/electrical or equivalent = 0</b></li> </ol> </li> <li>Number of years of experience (10) <ol style="list-style-type: none"> <li><b>Five (5) or more years = 10</b></li> <li><b>3 – 4 years = 7</b></li> <li><b>1 – 2 years = 5</b></li> <li><b>0- years = 0</b></li> </ol> </li> </ol> </li> </ol>	20

<p><b>Reference Letters</b></p> <p>Reference letters must be relevant to Installation and Maintenance of Biometric System</p> <ul style="list-style-type: none"> <li>• 3 Letters of Reference for work relevant to the scope of work – 20 points</li> <li>• 2 Letters of Reference for work relevant to the scope of work – 10 points</li> <li>• 1 Letter of Reference for work relevant to the scope of work – 5 points</li> </ul> <p><b>Letters must be on company letterhead, signed, and dated. Letters must not be older than 3 years.</b></p>	<p><b>20</b></p>
<p><b>SERVICE DELIVERY PLAN</b></p> <p>Detailed and comprehensive service delivery plan that includes the following:</p> <p>Provide details/ comprehensive work methodology on how the service provider will supply, deliver, and assemble office biometric access to the KGFT offices.</p> <p>1.1 Source and supply equipment as per the specifications  1.2 Deliver and install such equipment.  1.3 Replace all items damaged in transit, at no cost to KGFT.  1.4 Co-ordinate and schedule the project, from inception to completion.  1.5 Perform quality assurance and control until final inspection and handover.  1.6 Provide a detailed inventory of all equipment installed at the KGFT office.</p> <ul style="list-style-type: none"> <li>• The service provider meets all of six (6) the above-mentioned deliverables out of the plan = 40 points.</li> <li>• The service provider meets only five (5) the above-mentioned deliverables out of the plan = 30 points.</li> <li>• The service provider meets only four (4) the above-mentioned deliverables out of the plan = 20 points.</li> <li>• The service provider meets only three (3) the above-mentioned deliverables out of the plan = 10 points.</li> <li>• The service provider does not meet all of the above-mentioned deliverables of the plan = 0 points</li> </ul> <p>NB: The service delivery plan must be in line with timelines for the delivery of the service</p>	<p><b>40</b></p>
<p><b>TOTAL</b></p>	<p><b>100</b></p>

**Note: Failure to obtain the minimum of 70 out of 100 on functionality will result in disqualification from further evaluation.**

### 7.3 STAGE 3 - PRICE AND SPECIFIC GOALS

7.3.1 Proposals will be subject to an evaluation based on an 80/20 - 80 points for price and 20 points for specific goals.

7.3.2 Fixed price is required; price must be inclusive of VAT and all costs relating to disbursements and accommodation. See **Annexure A**

<b>Evaluation</b>	<b>Maximum points to be awarded</b>
Relative competitiveness of the price	80
Specific Goals (see the below table)	20
<b>Total Price and B-BBEE Points</b>	<b>100</b>

#### SPECIFIC GOALS TABLE

<b>Preference Points 80/20 - Specific Goals</b>						
Management Control						
		<30%	<51%	<100%	100%	Total Points
<b>BBE</b>		0	0.5	1.25	2.2	3.95
<b>BWO</b>		0	0.5	1	1.5	3
<b>BYO</b>		0	0.5	1	1.5	3
<b>PWD</b>		0.25	0.3	0.5	1	2.05
						12
Skills Development Measured						
		Blacks	Youth	Women	PWD	
		1	1	1	1	
						4
Locality and establishment						
			KZN	SA		
			2.5	1.5		4
<b>Total</b>						<b>20</b>

The following may be used as proof for claiming preference points

- BBBEE Certificate or BBBEE Affidavit
- CSD Report
- ID Documents of the owners of the company
- Municipal Account or Lease Agreement
- Doctors Certificate / disability database from relevant institutions (for more research)



## 8. SUBMISSION DETAILS

- Submissions must be emailed to [scm@kznqf.co.za](mailto:scm@kznqf.co.za) attention **Sijabulile Ntshangase** by no later than the stipulated time above.
- For queries, you can contact Nicolette Napier [scm@kznqf.co.za](mailto:scm@kznqf.co.za) during business hours of 8:00am to 4:30pm, Monday to Friday on 031 372 3720.

**Approved by**



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Mxolisi Dlamini  
Acting Chief Financial Officer

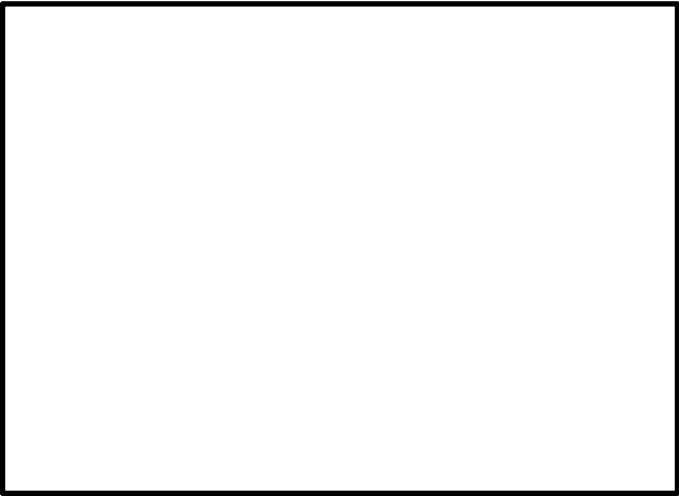
**Annexure A**

**NAME OF BIDDER:** \_\_\_\_\_

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF RFP.**

Number	Description	Total Price
1.	Description of Service	
Sub-total		
VAT@ 15%		
Grand Total		

**Tenderers signature**.....



**COMPANY STAMP**

**Annexure B**

Client Name	Scope of Work	Duration	Transaction Value