

TERMS OF REFERENCE



**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND INSTALL AN ACCESS CONTROL
SYSTEM WITH TIME AND ATTENDANCE FOR THE W&RSETA HEAD OFFICE AND PROVINCIAL
OFFICES**

WRSCM-2023/2024-0001

1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Strategy (NSDS).

2. OBJECTIVE OF THE TERMS OF REFERENCE (TOR)

The W&RSETA hereby seeks to appoint a Service Provider that has the capacity to supply, install and maintain an Access Control System for the W&RSETA Head Office and its National Provincial Offices. The Access Control System must include Time and Attendance with multifunction readers.

3. SCOPE OF SERVICES

Touchless Functionality

The service provider will be required to:

- Supply and install an Access Control System with multi-function access terminal readers for entry and exit to the W&RSETA Head Office and Provincial Offices.
- Supply and install multi-function access terminal points with Face Recognition and access card and/or biometrics and/or pin number with following key features:
 - Recognition distance of 0.3 to 2m
 - Face recognition duration <0.2 s/User face recognition accuracy rate ≥ 99%
 - Card, Biometric and/or Pin Number reading module.
 - Contactless Authentication
- Supply, install and ensure that Time and Attendance software will integrate (Real Time) with SAGE 300 People from SAGE VIP, and is fully operational at completion of the system installation.
- Upgrade or install additional equipment (if required) for access-controlled offices at the W&RSETA Head Office, which must be compatible with the Softcon access control system in the Office Park.

Note:

The W&RSETA will have a compulsory Site Visit at the W&RSETA Head Office, 1303 Riverside Office Park, Cnr. Heuwel and Lenchen South Avenues, Hennops House, Centurion, 9809 (Refer to page 1 in the Bid Documentation for detailed information)

3.1 The above-mentioned services will be required for the following W&RSETA offices:

a) Head Office

- Supply and install new entry as well as exit multifunction readers for 4 (four) main doors.
- Supply and install new entry as well as exit multifunction readers with maglocks (where required) for 3 (three) server room doors, 3 (three) storeroom doors, 1 (one) certification office, 1 (one) Finance door, 1 (one) HR entrance door and 1 (one) passage door.
- Supply and install five (5) calling buzzers for restricted access areas i.e., HR, Finance, SCM, Executive Wing and First floor wing.
- Supply and install an entry multifunction reader with an exit sensor for 1 (one) set of sliding doors.
- Together with the existing security company, re-programme the existing card access system and integrate into the new system.
- Repair or replace existing 10 (ten) emergency maglocks with their associated card access points.
- Supply and install battery back-up for all readers; and
- Ensure that there is a mains-fail release in case of emergencies.

b) Bloemfontein, Free State

- Supply and install new entry as well as exit multifunction readers with maglocks (where required) for 3 (three) main doors.
- Supply and install new entry as well as exit multifunction readers with maglocks for 1 (one) server room door and 1 (one) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a mains-fail release in case of emergencies.

c) Emalahleni, Mpumalanga

- Supply and install new entry as well as exit multifunction readers with maglocks (where required) for 1 (one) main door.
- Supply and install new entry as well as exit multifunction readers with maglocks for 1 (one) server room door and 1 (one) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a mains-fail release in case of emergencies.

d) Gauteng North in Hillcrest, Pretoria

- Supply and install new entry as well as exit multifunction readers with maglocks (where required) for 1 (one) main door.
- Supply and install new entry as well as exit multifunction readers with maglocks for 1 (one) main passage door, 1 (one) server room door and 1 (one) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a mains-fail release in case of emergencies.

e) Gauteng South in Parktown, Johannesburg

- Supply and install new entry as well as exit multifunction readers with maglocks (where required) for 1 (one) main door.
- Supply and install new entry as well as exit multifunction readers with maglocks for 1 (one) main passage door, 1 (one) server room door and 1 (one) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a mains-fail release in case of emergencies.

f) Kimberley, Northern Cape

- Supply and install new entry as well as exit multifunction readers with maglocks (where required) for 1 (one) main door.
- Supply and install new entry as well as exit multifunction readers with maglocks for 1 (one) server room door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a mains-fail release in case of emergencies.

g) Musgrave in Durban, KwaZulu Natal

- Supply and install new entry as well as exit multifunction readers with maglocks (where required) for 1 (one) main door.
- Supply and install new entry as well as exit multifunction readers with maglocks for 1 (one) main passage door, 1 (one) server room door and 1 (one) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a mains-fail release in case of emergencies.

h) Polokwane, Limpopo

- Supply and install new entry as well as exit multifunction readers with maglocks (where required) for 1 (one) main door.
- Supply and install new entry as well as exit multifunction readers with maglocks for 1 (one) main passage door and 1 (one) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a mains-fail release in case of emergencies.

i) Rustenburg, North West

- Supply and install new entry as well as exit multifunction readers with maglocks (where required) for 1 (one) main door.
- Supply and install new entry as well as exit multifunction readers with maglocks for 1 (one) Passage door, 1 (one) server room door and 1 (one) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is mains-fail release in case of emergencies.

j) Vincent, East London

- Supply and install new entry as well as exit multifunction readers with maglocks (where required) for 2 (two) main door.
- Supply and install new entry as well as exit multifunction readers with maglocks for 1 (one) server room door and 1 (one) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a mains-fail release in case of emergencies.

k) Western Cape in Tyger Waterfront, Bellville

- Supply and install new entry as well as exit multifunction readers with maglocks (where required) for 2 (two) the main doors.
- Supply and install new entry as well as exit multifunction readers with maglocks for 1 (one) main passage door, two (2) server room doors and two (2) storeroom doors.
- Supply and install battery back-up for all readers; and
- Ensure that there is a mains-fail release in case of emergencies.

4. EXPECTED OUTCOMES AND DELIVERABLES

Touchless Functionality

The service provider will be required to:

- Upgrade (if required) as well as to supply and install additional equipment where required.
- The supply and installation of a new Access Control System for the W&RSETA offices as indicated.
- Supply and install 36 (thirty-six) entry as well as exit multifunction readers that has Face Recognition and access card and/or biometric, etc. with Time and Attendance for 18 (eighteen) main doors.
- Supply and install 74 (seventy-four) entry as well as exit multifunction readers for 37 (thirty-seven) doors.
- Ensure that the Human Resources Management Business Unit is able to access all Time and Attendance readers for all the W&RSETA Offices.

- Ensure that the Access Control Time and Attendance Software is compatible with the Sage 300 People software from SAGE VIP.
- Provide system intelligence reports as per requirements of the W&RSETA.
- Provide assurance of the accuracy of the information contained in the reports that have been extracted from the system.
- Be the main point of contact and liaison for the duration of the contract for all hardware as well as software provided.
- Provide warranties and guarantees on all new equipment as well as workmanship that must be a minimum of 1 (one) year.
- Provide an aftersales maintenance plan for a duration of five (5) years (to be costed separately), which includes but not limited to the following:
 - Ensure that the hardware and software (N -1) are upgraded during the maintenance period.
 - On-site same day repairs.
 - Provision of replacement/loan hardware for faulty hardware that cannot be repaired on the same day.
 - Should any of the W&RSETA offices need to relocate the service provider will be required to remove and reinstall the equipment at the new premises.

5. MONITORING PROGRESS OF SERVICE

The W&RSETA shall monitor and evaluate the progress of the service delivery as per the deliverables outlined in the contract and Service Level Agreement (SLA).

6. QUALITY ASSURANCE REVIEWS OF THE SERVICE

The quality of the services will be managed via the approved schedule.

7. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the services, the Service Provider must ensure that its staff maintains the objectivity by remaining independent of the activities they execute.

8. PRICING

All pricing must be shown inclusive of any applicable VAT broken down as follows:

- Costing for the supply and installation of the Access Control System hardware.
- Costing for the supply, installation and programming of the Time and Attendance software and
- Costing for the five (5) year maintenance plan as well as the breakdown per technician level i.e., junior, senior, or programming technician, etc.

- Costing on the removing and reinstalling of equipment at the new premises must be provided per office as indicated above, such cost must reflect escalations if the move was to happen from year 2 of the contract and must reflect the escalations for subsequent years up to year 5.

9. DURATION FOR THE INSTALLATION OF THE EQUIPMENT

The delivery, installation and configuration of the equipment must be complete within four (4) months after signing of the Master Service Agreement (MSA) for all W&RSETA offices.

10. PREFERENCE POINT SYSTEM

10.1 The following preference point systems are applicable to this invitation to tender:

10.1.1 The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

10.1.2 Points for this tender shall be for:

- Price and
- Specific Goals

10.1.3 A maximum of 80 points is allocated for price on the following basis:

Points for this tender

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for the price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

10.1.4 A maximum of 20 points is allocated for specific goals on the following basis:

- Enterprise is Black Owned- 10 points.
- Small, Medium and Micro Enterprises (SMEs)- 10 points

10.1.5 The Points will be distributed and allocated where the firm displays the following:

10.1.5.1 Enterprise is Black Owned:

Description		Points allocated per category
1	Enterprise is 100% Black Owned	10 points
2	Enterprise is 51% Black Owned	5 points
3	Enterprise is less than 51% Black Owned	3 points
4	Enterprise is 0% Black Owned	0 Points

10.1.5.2 Small, Medium and Micro Enterprises (SMEs):

Description		Points allocated per category
1	Small firm	10 points
2	Medium size firm	5 points
3	Large firm	3 points

11. MINIMUM REQUIREMENTS EVALUATION

Failure to meet and agree to the requirements for the Minimum SCM requirements and Minimum Supplier Checklist will result in disqualification of the bidder.

Minimum Requirements		YES	NO
SCM submission Requirements	Bidder must complete the Prescribed Standard Bidding Documentation		
	Bidder must be registered on Central Supplier Database (CSD) and must submit proof of registration		
	Bidder must submit 1 (one) hardcopy of the Compliant, Technical and Price Proposal.		
Minimum Supplier Checklist must be fully completed.		YES	NO
Checklist completion requirements	Do you have the ability and capability to supply as well as install an Access Control System with multi-function access terminal points in all W&RSETA offices?		
	Is your Time and Attendance software compatible with SAGE 300 People from SAGE VIP?		
	Can one draw Real Time reports from the Time and Attendance system?		
	Is your software compatible with the Softcon Access Control software?		

12. TECHNICAL EVALUATION

The Technical threshold for this bid is 80%. Bidders that fail to meet the 80% technical threshold, will not be considered for Preference and Price Evaluation.

Technical Evaluation	
Evaluation Criteria	Points
1. Capacity to deliver	40
2. Project Implementation Plan	20
3. Approach and Methodology	20
4. Experience	20
Total	100 points

Evaluation Criteria	Submission Requirements	Total Points
1. Capacity to Deliver	1. Reference letters of similar work successfully completed with contactable references not older than three (3) years. 0= 0 points No evidence submitted. 1= 5 points One reference letter submitted outlining similar work completed with contactable references not older than three (3) years. 2= 8 points Two reference letters submitted outlining similar work completed with contactable references not older than three (3) years. 3= 10 points Three reference letters submitted outlining similar work completed with contactable references not older than three (3) years. 4= 15 points Four reference letters submitted outlining similar work completed with contactable references not older than three (3) years. 5= 20 points Five reference letters submitted outlining similar work completed with contactable references not older than three (3) years.	20 Points
	Portfolio of Evidence outlining similar projects that were successfully completed, which must include the following: 1. Project scope in line with touchless access control system. 2. Date and duration of project 3. If project is current, provide the current project status with completion timelines 4. Contact person for the Project	20 Points

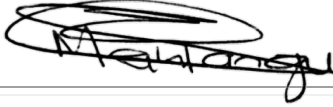
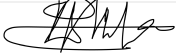
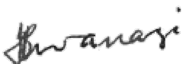
	0= 0 points No evidence submitted. 1= 5 points Portfolio of evidence reflecting one (1) year of similar projects successfully implemented and completed at multiple offices per organisation. 2= (8) Portfolio of evidence reflecting two (2) years of similar projects successfully implemented and completed at multiple offices per organisation. 3= (10) Portfolio of evidence reflecting three (3) years of similar projects successfully implemented and completed at multiple offices per organisation. 4= (15) Portfolio of evidence reflecting four (4) years of similar projects successfully implemented and completed at multiple offices per organisation. 5= (20) Portfolio of evidence reflecting five (5) years of similar projects successfully implemented and completed at multiple offices per organisation.	
2. Project Implementation Plan	Bidder must submit a Project Implementation Plan from date of contract signature till project sign-off. The following is required: 1. Work Breakdown Structure (WBS) 2. Tasks/activities 3. Duration of tasks 4. Start and end date of activity 5. Task dependencies 6. Resource Names (in line with CV's provided) 7. Risk and mitigating actions plan 8. Milestones	20 Points

	0= 0 points No evidence submitted. 1= 3 points Bidder project implementation plan outline one- two of the listed requirements 2= 5 points Bidder project implementation plan outline three- four of the listed requirements 3= 10 points Bidder project implementation plan outline five-six of the listed requirements 4= 15 points Bidder project implementation plan outline seven of the listed requirements 5= 20 points Bidder project implementation plan outline all the listed requirements	
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3. Approach and Methodology	Bidder submitted a comprehensive approach and methodology, which should at minimum • Align to the comprehensive Project Implementation Plan • Outline the process per category i.e., procurement of hardware, installation, and programming as well as integration taking into account national footprint of the W&RSETA. • List the integration partners and the process of liaison with the identified partners • Highlights risks and mitigations thereof • Outline the Support and liaise points. • Outline implementation of the aftersales maintenance plan with regards to: ○ Ensure that the hardware and software (N -1) are upgraded during the maintenance period. ○ On-site same day repairs. ○ Provision of replacement/loan hardware for faulty hardware that cannot be repaired on the same day. Should any of the W&RSETA offices need to relocate the service provider will be required to remove and reinstall the equipment at the new premises 0= 0 points No evidence submitted. 1= 3 points Bidder approach outline approach and methodology with at least two listed requirements 2= 5 points Bidder approach outline approach and methodology with at least three listed requirements 3= 10 points Bidder approach outline approach and methodology with at least four listed requirements 4= 15 points Bidder approach outline approach and methodology with at least five listed requirements 5= 20 points Bidder approach outline comprehensive approach and methodology with all the listed requirements	20 Points
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4. Experience and Expertise	CV's to be provided in line with the scope of work requirements i.e., Access control with multifunctional readers which include a minimum of three (3) functions i.e., Face Recognition and Access card, Biometrics and Pin Number. 0= (0) No evidence submitted 1= (5) Bidder must provide one year experience 2= (10) Bidder must provide a minimum of two years' experience 3= (12) Bidder must provide a minimum of three years' experience 4= (15) Bidder must provide a minimum of four years' experience 5= (20) Bidder must provide a minimum of five years' experience	20 points
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13. APPROVALS

Reviewed and Recommended By:				
Name	Ms. Maria Mahlangu			
Position	BSC Chairperson			
Signature		Date	20 June 2023	
Recommendation:				
Recommended:	☒	Not Recommended:	☐	☐
Manager's Full Name	Ms. Lindiwe Nhlapo			
Position	Chief Financial Officer			
Notes				
CFO's Signature		Date	23/06/2023	
Approval:				
Approved:	☒	Not Approved:	☐	☐
Manager's Full Name	Mr. Tom Mkhwanazi			
Position (Executive)	Chief Executive Officer			
Notes				
CEO's Signature		Date	23/06/2023	