

## REQUEST FOR QUOTATION

SENTech INVITES SUPPLIERS FOR:

Project title:	<i>Appointment of service providers for Supply and Installation of Security Surveillance at Nasrec Transmitter Site</i>		
Quotation or Proposal no:	<b>RFX 6000000854</b>		
RFQ Issue date:	<b>23 May 2022</b>		
Closing Date	<b>27 May 2022</b>		
Closing time:	12h00	Validity period:	60 days

**You are invited to provide a quote to carry out the services or works defined in the Scope of Work.**

**QUOTATIONS OR PROPOSALS TO BE RETURNED TO:**

Quotations Administrator	Lungile Sithole
Telephone no:	011 471 4432
E-mail:	<a href="mailto:Quotations5@sentech.co.za">Quotations5@sentech.co.za</a>

### Form of Offer and Acceptance

#### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

#### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in ..... words)

..... Rand;

R.....(in figures)

#### THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the  
tenderer:**

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the  
Employer**

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## RFQ Data

### 1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate and a valid B-BBEE Certificate at the time of offer closure.

**1.1.** Supplier's providing quotations must be registered on the Sentech Supplier Database.

**1.2. Quotations must be in a Company Letterhead.**

**1.3.** Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.

**1.4.** Quotations or Proposals must be fully completed and signed in BLACK ink.

**1.5.** Quotations must be submitted via Email.

**1.6.** The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

### 2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 5. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

### 3. BRIEFING SESSION

N/A

### 4. RFQ EVALUATION METHOD

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

<b>Evaluation Method</b>	<ol style="list-style-type: none"><li><b>Stage 1 – Administrative Responsiveness Evaluation</b> All the Quotations will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in section 2 of the RFQ Data.</li><li><b>Stage 2 – Functional Evaluation Criteria</b> The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.</li><li><b>Stage 4 – Price</b> Suppliers with the lowest Price offered will score the highest points. Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.</li></ol>
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#### 4.1. Mandatory Criteria Evaluation

Service Provider MUST comply with ALL the criteria below to be evaluated further (if applicable):

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	Reference documentation supplied (Indicate Yes or No and reference page number)	Proof
Valid Letter of company good standing with COIDA			Attach valid letter of company good standing
Valid proof Company PSIRA Certificate			Attach valid company PSIRA certificate (not expired certificate)
Valid proof of PSIRA certificate of company Directors			Attach valid PSIRA certificate of company Directors (not expired certificate)
Valid proof PSIRA certificate of personnel (technicians) to be involved in the project (all solutions CCTV, Access Control, and electrified fence)			Attach valid PSIRA certificate of technicians for the project (not expired certificate) (CCTV technician, Access Control technician and electrified fence technician)
The bidder provides industry leading Electrified Fence systems			The bidder must provide OEM or OEM partner reseller status for the equipment proposed.
The bidder provides industry leading CCTV surveillance and access control solutions.			The bidder must provide OEM or OEM partner reseller status for the equipment proposed.
Company to provide an accredited electrician to issue a COC after installation of systems			Attach copy of a Wireman's licence

#### 4.2. Functional / Quality criteria

Functional criteria	Points	Minimum
<p><b>1. PROPOSED METHODOLOGY</b></p> <p>The tenderer should be able to demonstrate its capability to bring the contract to a satisfactory conclusion by describing the methodology of approach to accomplish the project's required outcomes.</p> <p>The methodology demonstrates application of the SABS SANS 10222 standard parts 1-5 for Electrical security installations CCTV surveillance systems and SANS 10142 for the wiring of premises.</p> <p><i>The methodology information must include the following:</i></p> <ul style="list-style-type: none"> <li>• Project plan and phases; points=2</li> <li>• Schedule for each phase link to experience of the aligned standards at least five principles is evident, points=5</li> <li>• Deliverables for each phase link to experience of the aligned standards, points=5</li> <li>• Provided quality management knowledge transfer and procedures to be used, points= 1</li> <li>• Provide sample project closeout and handover template for security CCTV and access implementation, points=1</li> </ul> <p>The important issues are approached in an innovative and efficient way; the bidder has demonstrated outstanding knowledge of the industry standards and requirements. (14 points)</p> <p>The approach is fairly tailored to address the specific project and flexible to accommodate demonstrates sound knowledge and applies industry requirements. (12 points)</p> <p>The approach is generic and not tailored to address the specific industry standards and requirement. The approach does not adequately deal with the critical characteristics of similar projects. (0 points)</p>	14	12
<p><b>2. NUMBER OF PREVIOUS SIMILAR TYPE PROJECTS COMPLETED –</b></p> <p><b>Provide contactable customer and attach reference customer's letters (on their letterheads) as proof of evidence. Also, complete the customer reference as provided (refer to Table 1)</b></p> <p>More than 5 projects - 30 points      3 or 4 projects - 20 points      1 or 2 projects - 0 points</p>	30	20
<p><b>3. NUMBER OF YEARS EXPERIENCE AS A SECURITY SURVEILLANCE SYSTEMS INSTALLING SERVICE PROVIDER.</b></p> <p><b>Attach company brochure/history information:</b></p> <p>More than 10 years - 20 points      Between 3 and 9 years - 10 points      Between 0 and 2 years - 0 points</p>	20	10
<p><b>4. PROVIDES OEM PRODUCT BROCHURES AND DATA SHEETS TO CONFIRM THE TECHNICAL SPECIFICATION COMPLIANCE AS FURTHER OUTLINED IN THE TENDER CONTRACT DATA.</b></p>		

<p>a. Internet Protocol (IP) CCTV (ONVIF compliant) surveillance system is designed and implemented to control and monitor the SENTECH facilities at Nasrec and managed, controlled and Monitored centrally at Sentech Head Office.</p> <ul style="list-style-type: none"> <li>• Centralised operation control of Video and alarm management</li> <li>• Hi quality colour auto iris and focus camera devices</li> <li>• IP network connectivity</li> <li>• In built resilience and security</li> <li>• Remote management via network</li> <li>• The solution supports open IP Video Systems standards, encoding, resolution transmission flow control</li> <li>• Devices support power over Ethernet</li> <li>• Integrates with existing motion sensing and alarms to trigger recording in areas as required</li> </ul>	9	9
<p>b. An Access Control system supporting integration with other security systems is designed and implemented to control access at SENTECH Nasrec facilities and is monitored, managed, and controlled centrally from the SENTECH Head Office.</p> <ul style="list-style-type: none"> <li>• Supports all OEM leading security systems.</li> <li>• The central and local network video recorders storage can be expanded and connected to open storage (NAS / SAN).</li> <li>• Allows for future branch locations to be added and expanded</li> <li>• Centralised or distributed architecture</li> <li>• Multi-user role based access support is integrated</li> <li>• Integrates with identity and access management directory solutions e.g. Microsoft Active Directory</li> </ul>	6	6
<p>c. Can provide Certified electrical and data structured cabling integration as needed:</p> <ul style="list-style-type: none"> <li>• Sample OEM certificate for structured cabling and/or from partner</li> <li>• Sample Electrical compliance certificates and/or from partner</li> </ul> <p>-One sample OEM structured cabling certificate 1point  <b>-One sample electrical COC certificate 1 point</b>  <b>-No certificate attached 0 point</b></p>	2	2
<p>d. Proof supplied systems can integrate with Cisco switches as required</p> <ul style="list-style-type: none"> <li>• WS-C2960S-24PS-L POE</li> <li>• WS-C2960S-48FPS-L POE</li> </ul>	2	2
<p>5. The tenderer to provide commissioning, testing, handover, training methodology documentation</p> <p>5.1 The tenderer shall submit a well detailed commissioning plan, well-coordinated testing approach, handover plan and a comprehensive training plan for all systems. (15)</p>	15	10

5.2 The tenderer shall submit satisfactory commissioning, testing, handover and training plans for all systems. (10) 5.3 The tenderer shall submit no commissioning plan, no testing plan, no handover plan and training plan for all systems. Failure to submit all required plans will lead to zero points. (0)		
<b>6. All System configurations must be provided with the tender documentation clearly showing possible interfacing and integrations with the Security Management System (SMS).</b>  6.1 The tenderer shall submit full systems configuration of all systems and their integration with the SMS. The configurations shall also exhibit supplementary functionalities which could possibly be interfaced with the Network Management System. (20)  6.2 The tenderer shall submit a clear and satisfactory system configuration which meets SENTECH's needs. (10)  6.3 The tenderer submits no systems configuration or unclear, inadequate systems configuration which cannot be interfaced with other security systems and is unable to be integrated with the SMS. (0)	20	20
		<b>Total</b> (maximum 40 points)

<b>Minimum Score to Qualify for Further Evaluation</b>	
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**4.3. The price weighting applicable for RFQ are as follows:**

Price	Points
Price:	100
Total must equal:	100

**4.4. Price Calculation 100**

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

$$Ps = 100 \left[ 1 - \frac{(Pt - Pmin)}{Pmin} \right]$$

Where:

Ps = Points scored for price of bid under consideration  
 Pt = Rand value of bid under consideration  
 Pmin = Rand value of lowest acceptable bid

## 5. SCOPE OF WORK

See attached