

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

SUPPORT AND MAINTAIN THE CCTV, ACCESS CONTROL, AUDIO-VISUAL, SERVER ROOM FIRE SUPPRESSION SYSTEMS FOR A PERIOD OF TWO (2) YEARS.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites you to submit quotations for support and maintenance of CCTV, access, audio-visual and server room fire suppression systems.

Closing date of submission	15 December 2021
Closing time of submission	16:00
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	30 days
Delivery address for the services	7 Wessels Road, Rivonia, Johannesburg
Compulsory Briefing	Date: 10 December 2021 Time: 11:00 Address: 7 Wessels Road, Rivonia, Johannesburg

All queries/ clarifications can be sent in writing, citing the bid reference above to the under-mentioned person before the closing date for the quote:

Queries address to	Mr Mabolane Mankga
Telephone Number: Landline	011 253 7300
e-mail address to send queries	scm@foodbev.co.za

1. BACKGROUND

FoodBev SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev is currently operating in Johannesburg at number 7 Wessels Road, Rivonia. FoodBev SETA's function is to promote, facilitate and incentivize skills development in the food and beverages manufacturing sector.

FoodBev SETA is one of 21 Sector Education and Training Authorities (SETAs) across the economy mandated to facilitate the delivery of skills development in the country in line with National Skills Development Plan (NSDP) outcomes.

2. PURPOSE

FoodBev SETA is seeking a reputable service provider to support and maintain the organisation's CCTV system, Access Control System, Server Room Fire Suppression system, and the Boardrooms Audio Visual Solution.

3. SCOPE OF WORK

CCTV System	Specification
a. Type of Cameras: • UNV 4MP Light hunter WDR IR Network Bullet Camera (IPC2A24SE-ADZK-I0) • UNV 4MP WDR Vandal-resistant Network IR Fixed Dome Camera (IPC324SS-DF28(40)K) • UNV 2MP 33x Indoor Network PTZ Dome Camera (IPC6222EI-X33UP) • UNV LPR Camera - Number Plate Recognition b. Type of NVR (Network Video Recorder): • UNV NVR301-16X • UNV NVR304-16E-B	a. Ensure that all cameras positioning cover all perimeters, inside and outside the office building. b. Should be available to assist with the cameras re-positioning when required. c. Ensure that all cameras are always clear and visible for better monitoring and frequently survey the quality of the images, and network cables of the devices. d. Assist with the replacement of faulty cameras. e. Frequently monitor the functionality of all cameras to identify any technical problems and fix them in a timely fashion. f. Conduct an assessment at least once a year to carry out a more comprehensive review of your system. g. Keep a record of any maintenance actions taken and to provide periodic report on the status of the cameras. h. Ensure that all NVRs are always working and recording properly. i. Report on the NVRs footage storage capacity.
Access Control System	Specification
a. Type of Devices: • ZK TECO SpeedFace-V5L[TD] • None Touch Exit Sensor • Touch Exit Sensor • Emergency Door release b. Access Control Software • ZK TECO Bio Time	a. Assess all devices yearly to ensure they work properly b. Frequently clean cameras of the access control devices c. Supply access cards d. Ensure that the access control software (Bio Time) has the latest updates patches e. Assist with access control software integration with HR system for better reporting of employee's attendance f. Provide battery for the server room maglock and frequently assess the condition of the battery g. Update firmware on all devices frequently h. Frequently monitor the Bio Time database to avoid corruption i. Frequently backup the Bio Time database and configuration j. Frequently assess all doors mag lock and ensure they work, and replace any faulty unit k. Frequently assess all doors dampers for gentle closing and opening and ensure they work properly and replace any faulty ones l. Assist with training of new HR personnel m. Frequently test and reboot the access devices n. Check all termination frequently and tighten them



	o. Conduct a yearly assessment of the access control system and report of the condition
Boardrooms Audio Visual system	Specification
a. Type of Devices: • Grand stream GVC3220 • Grand stream GAC2500	a. Frequently update firmware of all devices b. Test frequently that system software and latest firmware work with the organization meeting platforms (i.e., Microsoft teams, Zoom and Skype, Board Pac, Boardroom telephone line) c. Should be available to fix any bug or issue found with the system d. Should be able to assist with the replacement of any defected device e. Conduct yearly test of the system and assessment of the system network cabling and replace them when needed f. Should be able to assist with fixing any mounting brackets issue g. Supply a UPS to avoid uninterrupted power supply and setup the full system on the ups h. Train new personnel how to use it i. Provide a status report on the system yearly
Network Cabling	Specification
CAT 6 network cabling will be required on ad-hoc basis.	a. Specify cost per network point for the duration of the contract (36 months). Please provide a quote for 1 network point, this is will be used as a reference for all future network point requests. b. Assist with trucking for cable management in the whole building and users' offices and boardrooms c. Assist with office desks power connection when necessary
Server Room Fire Suppression	Specification
• Control Panel for Combination Fire & Extinguishant: Techno switch TEC247 • Extinguishant Test & Interface Unit: Techno switch TEC057A	a. Refill the Gas tank of 80.8 KG b. Provide and install secure cable to hold/fastened the gas tank of 80.8KG c. Conduct a yearly assessment of the whole the suppression system: 1. Verify the gas level in the gas tank 2. Assess the gas tank if there are any leaks 3. Assess the Extinguishant release to make sure it's operation 4. Assess the control panel and Extinguishant test unit and make sure they are operational 5. Repair or replace any faulty item d. Frequently assess any false discharge e. Frequently cleanup equipment's and testing to ensure accurate functionality



4. EVALUATION CRITERIA

- 4.1. Criteria 1:** Compliance evaluation – bidders will first be evaluated in terms of compliance which meets the minimum requirements. Bidders who do not fulfil all the requirements or do not submit required documents will be disqualified and not move onto the next stage of evaluation.
- 4.2. Criteria 2:** Functional criteria – Functionality points are equal to **100 points**. Bidders are required to achieve a minimum score of **70 points** on functionality evaluations to qualify to be evaluated on BBEE & Price. All bidders who do not score the minimum points will be disqualified.
- 4.3. Criteria 3:** Price and BBEE status level of contributor and this will be evaluated on an 80/20 preferential procurement principle

5. CRITERIA 1 - COMPLIANCE EVALUATION

5.1 The Bidders must submit:

- 5.1.1** Bidders must be OEM certified/authorized to provide the required goods/services for installations of CCTV system, Access Control System, Server Room Fire Suppression system, and/or Audio-Visual Solution (proof to be attached on a signed Manufactures' letterhead or certificate).
- 5.1.2** Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 5.1.3** Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1, SBD 8 & SBD 9): completed and signed by the duly authorized person
- 5.1.4** Tax clearance certificate and Pin.
- Failure to submit the above documents will result in the bidder being disqualified.**

6. CRITERIA 2 - FUNCTIONALITY EVALUATION

Functional criteria	Weight
1. Capacity and Competency	50.00
Company Experience with at least three (4) years' experiences in providing similar goods and services. Bidder must provide reference letters relating to the installations of CCTV system, Access Control System, Server Room Fire Suppression system, and/or the Boardrooms Audio Visual Solution which must be on the client's letterhead and signed by authorized personnel. ▪ No reference letters = 0.00 points ▪ One (1) reference letter= 10.00 points ▪ Two (2) reference letters = 20.00 points ▪ Three (3) reference letters = 30.00 points ▪ Four (4) reference letters and above = 50 points	
3.Project Plan	50.00
A detailed execution plan with clear activities and timelines in response to the terms of reference. The project plan must comply with all requirements of the terms of reference namely: ▪ CCTVs ▪ Access Control System ▪ Boardroom Audio Visual System ▪ Network Cabling	



▪ Server room fire suppression. The details on service levels (mean time to repair/ restore services). The bidder to provide the incident report procedure (the reporting process, contact details and escalation procedure). ▪ No project plan submitted = 0.00 points ▪ Project plan submitted without clear timelines and activities and did not comply or include all the 5 requirements = 10.00 points ▪ Project plan submitted with clear timelines and activities and comply or includes all the 5 requirements = 50.00 points	
Total	100.00

7. CRITERIA 3 – PRICE AND POINTS

7.1 PREFERENCE POINTS ALLOCATION

- a. 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million as follows:

CRITERIA	SUB-CRITERIA	POINTS
Price	Detailed budget breakdown	80
BBBEE Status Level Verification certificate from accredited verification agencies	BBBEE Level Contributor	20
Total Points		100

8. COSTING

No.	Item Description	Total year 1	Total year 2
1.	CCTVs		
2.	Access Control System		
3.	Boardroom Audio Visual System		
4.	Network Cabling		
5.	Server room fire suppression		
6.	Any other costs		
Sub-Total			
VAT			
Grand Total			

The details of the estimated quantities for above items will be clarified on site, at the compulsory briefing session.



9. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- a) To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
- b) Not to discuss or make any information available to any member of the public, press or other service provider/consultant or any other unauthorized person(s) except as authorized by the Chief Executive Officer of the FoodBev SETA or her delegate.
- c) Not to copy or duplicate any software or documentation for private use.
- d) To give back to the FoodBev SETA all documentation, reports, programmes etc upon completion of the project.
- e) General conditions of the request for quotation (RFQ), contracts and orders will be applicable in the execution of the contract.
- f) Parking and travel between the prospective service provider's office and the venue selected by the SETA will be borne by the Service Provider.
- g) Failure to adhere to the above conditions will lead to the invalidation of the quotation.
- h) The FoodBev SETA reserves the right to discontinue work on any element of the quotation at any given time in consultation with the Chief Executive Officer of the FoodBev SETA, for example the quality of work delivered is poor or the service provider is unduly delaying delivery of service.
- i) Enter into a Service Level Agreement with the FoodBev SETA, where applicable or necessary.

10. PROCEDURES FOR SUBMITTING PROPOSALS

The closing date for proposals is the 15 December 2021 at 16:00.

11. SIGN OFF

Compiled by Goitseona Mmope

Date: 30 November 2021 _____

Signature: _____



Recommended and supported by:

Siyabonga Dyosiba

Senior Manager: ICT

Date: 30 November 2021 _____

Signature: _____

