



## Guidelines on Specification for Procuring Services

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### 1. Guideline for Terms of reference

*This tender is for Provision of Alarm Systems for a Period of Three Years*

1. The installation of one hundred and fourteen (114) radios or GSM transmitters (senders)
2. 24- hour monitoring and response for each system (Not by South African Police Services)
3. 24- hour monitoring of supervisor's system connected on alarm system
4. Service Agreement
5. Reprogramming of alarm systems
6. Assistance with training on how to activate the alarms
7. Programming of codes
8. Minor repairs and fault tracings
9. Annual increase of fees/payments to be done each year not higher than the CPIX
10. Percentage of annual escalating of monitoring and response fees on a 12-, 24- and 36-months basis
11. SMS function, open / close / panic / alarm / AC failure
12. Regular inspection of all alarm systems, quarterly inspections at least every (6) six months (Written inspection reports to be submitted)
13. Annual license fees per unit per year
14. Call-out fees if no maintenance services agreement available
15. No work to be done without prior approval by an authorized official of the Security Division.
16. ICASSA company registration certificate
17. ICASSA Letter of good standing (Company)
18. All work must be done according to SAIDSA Standards
19. All work done must be inline with the PSIRA Act, Act 56 of 2001
20. Technicians must be registered with PSIRA and SAIDSA
21. Valid Fire-arm competency certificates for Reaction officers
22. Public Liability insurance (Company)
- 23. All new installations and/or upgrading of system to be included in the agreement**
- 24. Client standard Service Level Agreement document attached**

	UNITS	MONITORING FEES MONTHLY	RESPONSE FEES MONTHLY	RADIOS AND ANTENNAS ONCE OFF	GSM (Transmitters) AND ANTENNAS ONCE OFF	ANNUAL LICENSE FEES	AMOUNT PER KILOMETER CALLOUT / RESPONSE	SMS FUNCTION OPEN / CLOSE / PANIC / ALARM	TOTAL MONTHLY INSTALLMENT
1	Main Building, Hill Street Levels 1, 2 & 3	R	R	R		R	R	R	R
2	Human Resource	R	R	R		R	R	R	R
3	Housing Office	R	R	R		R	R	R	R
4	IT Office	R	R	R		R	R	R	R
5	Steynsrus Main Building	R	R	R		R	R	R	R
6	Rammulotsi Offices	R	R	R		R	R	R	R
7	Viljoenskroon Main Building	R	R	R		R	R	R	R
8	Steynsrus Main Building Safe	R	R	R		R	R	R	R
9	Rammulotsi Office Safe	R	R	R		R	R	R	R
10	Brentpark Cash Office	R	R	R		R	R	R	R
11	Viljoenskroon Main Building Safe	R	R	R		R	R	R	R
12	Matlwangtlwang Safe	R	R	R		R	R	R	R
13	Matlwangtlwang Main Building	R	R	R		R	R	R	R
14	Brentpark Office Safe	R	R	R		R	R	R	R
15	Kroonstad Main Building Safe	R	R	R		R	R	R	R
16	Stores – 11 <sup>th</sup> Avenue	R	R	R		R	R	R	R
17	Maokeng Treasury safe	R	R	R		R	R	R	R
18	Executive Mayor Office	R	R	R		R	R	R	R
19	Councilors Office	R	R	R		R	R	R	R
20	Civic Theatre	R	R	R		R	R	R	R
21	Solid Waste New Offices	R	R	R		R	R	R	R
22	Fire Brigade Training Centre	R	R	R		R	R	R	R
23	Fire Brigade Station	R	R	R		R	R	R	R
24	Main Building Security Office	R	R	R		R	R	R	R
25	Security Firearm safe Parks Office	R	R	R		R	R	R	R
26	Parks/ Security/ Refuse Office	R	R	R		R	R	R	R
27	Parks/ Security Garage								
28	Constantia Hall								
29	Wanderers Club								

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30	Loubser Park								
31	House Nursery								
32	Nursery								
33	Parks River Store								
34	Park South Store Circle								
35	Nyakallong Resort								
36	Seeisoville Hall								
37	Watt Circle Store								
38	Nyakallong House								
39	Morewag Swimming Pool 1								
40	Morewag Swimming Pool 2								
41	Wespark Cemetery								
42	Brentpark Hall								
43	Traffic 1								
44	Traffic 2 Chief								
45	House Water Works 1								
46	House Water Works 2								
47	House 1 – next to Sewerage Plant								
48	Water Works Vorster Street								
49	Works								
50	Mechanical Workshop								
51	Electrical Admin Office								
52	Electrical Workshop								
53	Electrical Instrument Store								
54	Substation – Strydom								
55	Substation - Fullard								
56	Substation - Viljoenskroon								
57	Substation – Coca Cola								
58	Substation- Elandia								
59	Substation- Alwyn Schlebusch Street								
60	Substation- 10 <sup>th</sup> Avenue								

61	Substation- 11 <sup>th</sup> Avenue								
	UNITS	MONITORING FEES MONTHLY	RESPONSE FEES MONTHLY	RADIOS AND ANTENNAS ONCE OFF	GSM (Transmitters) AND ANTENNAS ONCE OFF	ANNUAL LICENSE FEES	AMOUNT PER KILOMETER CALLOUT / RESPONSE	SMS FUNCTION OPEN / CLOSE / PANIC / ALARM	TOTAL MONTHLY INSTALLMENT
62	Substation- Derksen Street								
63	Main Substation- 7 <sup>th</sup> Avenue								
64	Substation- Riverside								
65	Substation- Ramsbottom Street								
66	Substation- Station Street								
67	Substation- Stainer Street								
68	Substation – Rowe Street								
69	Substation- Robertson Street								
70	Substation – Koekoe Village								
71	Substation – Groblersdam								
72	Substation – Gunhill								
73	Substation- -Fowler Street								
74	Substation – Hospital Street								
75	Substation – Marais Street								
76	Substation – Maokeng								
77	Substation – Khalane Street								
78	Substation – Phomolong								
79	Substation – Pellisier Street								
80	Substation – Phomolong 1								
81	Substation – Old Sewerage								
82	Substation- - Oranje Street								
83	Substation – Seeisoville 2								
84	Substation – New Sewerage								
85	Substation – Lintott Street								
86	Substation – Gelukwaarts								
87	Substation – Seeisoville								
88	Substation – C/O Alwyn Schlebusch & Britz Street								
89	Substation – Van Der Merwe Street								
90	Substation – Brits Street								

91	Substation – Klomp Street								
92	Substation – Meyer Street								
	<b>UNITS</b>	<b>MONITORING FEES MONTHLY</b>	<b>RESPONSE FEES MONTHLY</b>	<b>RADIOS AND ANTENNAS ONCE OFF</b>	<b>GSM (Transmitters) AND ANTENNAS ONCE OFF</b>	<b>ANNUAL LICENSE FEES</b>	<b>AMOUNT PER KILOMETER CALLOUT / RESPONSE</b>	<b>SMS FUNCTION OPEN / CLOSE / PANIC / ALARM</b>	<b>TOTAL MONTHLY INSTALLMENT</b>
93	Substation – Carl Preller Street								
94	Substation – Rautenbach Street								
95	Substation – Phillip Street								
96	Substation – Van Heerden Street								
97	Substation – Botha Street								
98	Substation – Jim Fouche Street								
99	Substation – Strang Street								
100	Substation – Strang Street 2								
101	Substation – Vels Street								
102	Substation – Piet De Vries Avenue								
103	Substation – Viloenskroon Electrical Workshop								
104	Kroonpark Offices								
105	Bedding Store								
106	Business & Tourism								
107	Spatial Planning								
108	Substation – Steyn Street								
109	Substation – Old Rose								
110	Old Age Home								
111	Substation – Mill								
112	Substation – Main Viljoenskroon								
113	Sewer Works Viljoenskroon								
114	Substation - Goldberg								

## 2. Preferential Points System

*Indicate whether the tender will be evaluated in terms of 80/20 below system for requirements up to R50 million and 90/10 system for requirements above R50 million.*

80/20

## 3. Duration of the Contract

*State how long the contract will take*

Three years

## 4. Functional or Technical Evaluation Criteria (If Applicable)

*See examples of Functional Evaluation Criteria below in Annexure A*

The bidder must submit the following to comply: **(Compulsory)**

- Valid PSIRA certificate;(Company)
- Letter of good standing PSIRA (Company)
- Valid PSIRA certificate;(Personnel)
- Valid ICASA license;(Company)
- Letter of good standing ICASA (Company)
- Valid SAIDSA certificate, (Company)
- Valid SAIDSA certificate, (Technicians)
- Letter of good standing SAIDSA (Company)
- Valid SARS Certificate,
- Proof of References, (minimum 10)
- Proof of comprehensive liability insurance.
- Letter of good standing compensation & injury COID.
- Police clearance certificate for all personnel.
- SAP Accredited Firearms Certificate,
- All Reaction Officers to be in possession of a valid firearm competency certificates (to be attached) and
- Three years Annual Financial Statements

## ANNEXURE “A”

### Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

*This section outlines the processes followed when the technical evaluation was conducted. If a panel of evaluators was used, it must be indicated in this section as well as the names of the members of the technical evaluation panel. The evaluation criteria used must be indicated and the weighting thereof. If there are any qualifying thresholds they must also be indicated in this section. Where an external provider (consultant) was used to evaluate tenders, the report of the consultant will serve as an annexure to this report. This section must then summarise what the consultant has done.*

## ANNEXURE “A”

### Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 60 points in respect of the following criteria are eligible for further evaluation.

A comment will be rated in accordance with the following:

QUALITY CRITERIA	WEIGHT	POINTS	DOCUMENTS TO BE SUBMITTED AS PROOF OF SCORING
<p><b>Previous experience with state/parastatal entities or municipalities.</b></p> <p><b>Minimum reference letters required:</b>                      5 – 6 Similar services provided                      7 – 8 Similar services provided                      9 – 10 Similar services provided                      11 – 12 Similar services provided                      13 &amp; above Similar services provided</p>	<p>1 2 3 4 5</p>	<p><b>40</b></p>	<p>Attach appointment letters and reference letters of the services provided</p>
<p><b>Proof of infrastructure resources available of the organisation.</b></p> <p>3 Satellite office located in Kroonstad, Steynsrus and Viljoenskroon                      No                      Yes</p>	<p>0</p>	<p><b>20</b></p>	<p>Provide a signed and valid lease agreement or proof of ownership indicating three different administrative units.</p>

	5		
<b>Proof of physical resources available of the organisation.</b> Minimum of 4 reaction vehicles with 4 armed reaction officers per shift (Firearm) No Yes	0 5	<b>33</b>	Provide proof of vehicle ownership or signed lease agreement. Firearm license or accreditation letter for firearm.
<b>Locality</b> Within Moqhaka Within Fezile Dabi District Within Free State Outside Free State	5 3 1 0	<b>7</b>	Provide an originally certified copy of the rates and taxes certificate from where the company officially operates.
<b>MAX POSSIBLE SCORE</b>	100		

**20. FIXED PRICE LIST ON THE FOLLOWING COMPONENTS TO BE SUBMITTED. (COMPULSORY)**

<b>DESCRIPTION</b>	<b>FIXED PRICE VAT INCLUDED</b>	<b>REMARKS</b>
IDS X64 panel in steel box		
IDS X64 Plugin expander		
IDS X64 standard expander		
IDS Curve LCD keypad		
IDS 816 panel in steel box		
IDS 816 Expander		
IDS 816 Keypad		
IDS 805 Panel in box		
IDS 805 keypad		
Minimum 50 V/A transformer		
15 Watt siren		
8 A/H 12 Volt jell battery		
18 A/H 12 Volt jell battery		
X Wave I receiver		
X Wave I transmitter		
X Wave II receiver		
X Wave II transmitter		
CR 123 Battery		
3 Volt AA Battery		
PM 9 Battery		
12 Volt relay		
Pet immune Movement sensor minimum 12 meters covering distance. (Indoor) Creep Zone		

<b>DESCRIPTION</b>	<b>FIXED PRICE VAT INCUDED</b>	<b>REMARKS</b>
Outdoor 90-degree movement sensors. Minimum 15 meters covering distance		
Outdoor 180-degree movement sensors. Minimum 24 meters covering distance		
360-degree ceiling mount movement sensor		
8 lines Curtain beam minimum 30 meter covering distance		
8 lines Curtain beam minimum 50 meter covering distance		
8 lines Curtain beam minimum 100 meter covering distance		
Quad beam minimum 30 meter		
Quad beam minimum 100 meter		
Quad beam minimum 200 meter		
Reed door switch		
Aluminum heavy duty door switch		
6-way connector box		
12 Core solid wire		
8 core solid wire		
6 Core solid wire		
4 Core solid wire,		
1.0 mm twin flex wire		
ET 3 Channel receiver		
ET 1 Channel receiver		
ET 6 Button remote		
ET 4 button remote		
ET 1 button remote		
Superbright LED Light		
Glue per tube		

