



Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion.

Private Bag X10, Highveld Park 0169

Telephone number: (012) 568 3000/1

**Scope of work for alarm maintenance for the period of Twelve (12) months at
ICASA Head Office, 350 Eco Park, Centurion**

ANNEXURE A – TERMS OF REFERENCE

1. BACKGROUND

ICASA Head Office occupies two (2) blocks which is Block B and C, consisting of ground floor and 1st floor. The buildings are situated in the office park. ICASA already has alarm system and armed response in place, but the alarm system needs to be maintained to minimise the risk to the office.

2. REQUIREMENTS

2.1 Alarm Equipment (DSC)

- 4 x keypads for both block and floors
- 150 x passives for both blocks and floors
- 6 x motion detectors
- 4 x Beam quad
- 3 x sirens
- Power supply packs (batteries included)
- Control boxes (batteries included)

2.4 Twelve (12) Months' maintenance contract for the alarm system should include the call log such as:

No	Service tendered	Amount
1	Call out rate per hour	
2	Travelling time per hour per call out	
3	Callout rate per hour on Public Holidays/Weekends	
4	Installation fee per hour (Maximum 2 Technicians)	

NB: Repair or replacement of any damaged equipment should be approved by ICASA before any new installation can be done.

For site visit purposes, kindly contact Mr. Lizo Mvinjelwa 078 753 52 09

Mr. Foletsi Molepo 082 950 0904

3.Evaluation criteria

No	Category (Cut-off 60)	Points																		
A	Functionality: Pre-qualification criteria (cut-off 60%)																			
	Mandatory requirements																			
	Functional Proposal																			
1	Experience and knowledge of Key personnel i.e. Project Manager & two Technicians in performing a similar work, at least 2-4 years of experience in relevant project <table border="1"> <thead> <tr> <th>No</th><th>Functionality</th><th>Score</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Attached all CVs of Project Manager and two Technicians with qualifications for technical installation of alarms with 4 years or more of experience.</td><td>5</td></tr> <tr> <td>2.</td><td>Attached CVs of Project Manager and two Technicians with qualifications for technical installation of alarms with 2-3 years of experience.</td><td>4</td></tr> <tr> <td>3.</td><td>Attached CVs of a project Manager and one Technician with qualification for technical installation of alarms with 2 years of experience.</td><td>3</td></tr> <tr> <td>4.</td><td>Attached CV of only Project Manager and one technician with qualification for technical installation of alarms with less than 1 year of experience.</td><td>2</td></tr> <tr> <td>5.</td><td>Irrelevant information/ no response</td><td>1</td></tr> </tbody> </table>	No	Functionality	Score	1.	Attached all CVs of Project Manager and two Technicians with qualifications for technical installation of alarms with 4 years or more of experience.	5	2.	Attached CVs of Project Manager and two Technicians with qualifications for technical installation of alarms with 2-3 years of experience.	4	3.	Attached CVs of a project Manager and one Technician with qualification for technical installation of alarms with 2 years of experience.	3	4.	Attached CV of only Project Manager and one technician with qualification for technical installation of alarms with less than 1 year of experience.	2	5.	Irrelevant information/ no response	1	40
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2	Bidder's experience in installation of alarm and maintenance. i.e. Attach three (3) contactable references or more where bidder performed similar work: <table border="1"> <thead> <tr> <th>No</th><th>Functionality</th><th>Score</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Attached 3 references or more where similar work was done</td><td>5</td></tr> <tr> <td>2.</td><td>Attached 2 references or more where similar work was done</td><td>4</td></tr> <tr> <td>3.</td><td>Attached 1 reference or more where similar work</td><td>3</td></tr> </tbody> </table>	No	Functionality	Score	1.	Attached 3 references or more where similar work was done	5	2.	Attached 2 references or more where similar work was done	4	3.	Attached 1 reference or more where similar work	3	30						
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3	<p>Attach proof of PSIRA registration and Company's accreditation certificate as an alarm systems installer.</p> <p>i.e. Attach proof of PSIRA registration and accreditation certificate as an alarm installer.</p> <table> <tr> <th>No</th><th>Functionality</th><th>Score</th></tr> <tr> <td>1.</td><td>Attached proof of both PSIRA registration for the company and accreditation certificate as an alarm installer</td><td>5</td></tr> <tr> <td>2.</td><td>Attached only proof of Company's accreditation certificate as an alarm installer</td><td>4</td></tr> <tr> <td>3.</td><td>Attached only proof of PSIRA's company's registration</td><td>3</td></tr> <tr> <td>4.</td><td>Did not attach any proof of PSIRA registration and accreditation certificate as an alarm installer</td><td>1</td></tr> </table>	No	Functionality	Score	1.	Attached proof of both PSIRA registration for the company and accreditation certificate as an alarm installer	5	2.	Attached only proof of Company's accreditation certificate as an alarm installer	4	3.	Attached only proof of PSIRA's company's registration	3	4.	Did not attach any proof of PSIRA registration and accreditation certificate as an alarm installer	1	<p>30</p> <p>100</p>
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4. **ANNEXURE B: PRICING**

NAME OF BIDDER:

TOTAL PRICE QUOTE:

<u>Description of service/goods</u>	<u>Unit Price</u> (Rands VAT Excl)	<u>Total Price</u> (Rands VAT Excl)
Maintenance of alarm for twelve (12) Month		
SUB-TOTAL		
VAT		
GRAND-TOTAL		