

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)							
BID NUMBER:	PPSA 30/03/2023		CLOSING DATE: 11 APRIL 2023		CLOSING TIME:		11H00
DESCRIPTION	APPOINTMENT OF THE SERVICE PROVIDER TO RENDER AN UPGRADE AND MAINTANCE OF THE ELECTRONIC ACCESS CONTROL SYSTEM AT THE OFFICE OF THE PUBLIC PROTECTOR SOUTH AFRICA IN PRETORIA.						
BID RESPONSE DOCUMENTS TO BE SUBMITTED ONLY TO PPSAQUOTATIONS EMIAL ADDRESS AS PER SPECIFICATION							
<u>PPSAQUOTATIONS@pprotect.org</u>							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Conny Lebepe			CONTACT PERSON	TIYANI THUKETANE		
TELEPHONE NUMBER	012 366 7008			TELEPHONE NUMBER	012 366 7152		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	ConnyL@pprotect.org			E-MAIL ADDRESS	TiyaniT@pprotect.org		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:		MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT			[TICK APPLICABLE BOX]	
	☐ Yes ☐ No					☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?			☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?						☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?						☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?						☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?						☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?						☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(a) The applicable preference point system for this tender is the **80/20** preference point system (To be used only if the lowest quotation is equal to or above R30 000)

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Bidder must submit proof as supporting documents for the point's claimed. None submission may render the points not been awarded to the bidder.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged individual (HDI)		
Enterprises with ownership of 51% or more by person/s who are black person/s.	10	
Enterprises with ownership of 51% or more by person/s who are women	5	
Enterprises with ownership of 51% or more by person/s who are youth	3	
Enterprise with ownership of 51% or more by person/s with disability	2	
Enterprises with ownership of less than 51% by person/s who are black or less than 51% by person/s who are women or less than 51% by person/s who are youth or less than 51% by person/s with disability	0	
Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	



TERMS OF REFERENCE FOR APPOINTMENT OF THE SERVICE PROVIDER TO RENDER AN UPGRADE AND MAINTANANCE OF THE ELECTRONIC ACCESS CONTROL SYSTEM AT THE OFFICE OF THE PUBLIC PROTECTOR SOUTH AFRICA IN PRETORIA.

ISSUE DATE: 30 MARCH 2023

COMPULSORY SITE INSPECTION DATE: 05 APRIL 2023

SITE INSPECTION VENUE: Public Protector House 175 Lunnon Street Hillcrest Office Park Pretoria

CLOSING DATE AND TIME OF SUBMISSION OF RFQ: 11 APRIL 2023 @ 11H00 AM

RFQ DOCUMENTS TO BE SUBMITTED ONLY TO PPSAQUOTATIONS@pprotect.org none compliance which this requirements will disqualify the bidder

QUOTATION MUST BE VALID FOR A PERIOD OF SIXTY (60) DAYS FROM THE CLOSING DATE

NB: PLEASE NOTE THAT PPSA CAN ONLY ACCEPT 10 MEGABITES OF DOCUMENTS. IF THE BIDDERS DOCUMENTS ARE MORE THAN 10 MEGABITES THE DOCUMENTS TO BE SUBMITTED IN DIFFERENT BATCHES

PART A: TERMS OF REFERENCE

ABBREVIATIONS

B-BBEE – Broad Based Black Economic Empowerment

CSD – Central Supplier Database

CV – Curriculum Vitae

DTI – Department of Trade and Industry

FICA – Financial Intelligence Centre Act

NPA – National Prosecuting Authority

PIN – Personal Identification Number

PPPFA – Preferential procurement Policy Framework Act

PPSA – Public Protector South Africa

RFP – Request For Proposal

SARS – South African Revenue Services

SBD – Standard Bidding Document

SLA – Service Level Agreement

SMME – Small Medium and Micro Enterprise

TCS – Tax Compliance Status

TOR – Terms of reference

1. BACKGROUND

- 1.1 Public Protector South Africa (PPSA) is a Chapter 9 institution constituted under Section 181 of the Constitution of the Republic of South Africa, in which the PPSA has the power to:
- 1.1.1 Investigate any conduct in state affairs or in the public administration in any sphere of government that is alleged or suspected to be improper or that will result in impropriety or prejudice;
- 1.1.2 The office of the Public Protector currently uses **Impro Access control software V7.68 Build 2012-09-18-00-0936**, must be upgraded to latest Portal Software that will include integration of visitors management system and asset control and security. The minimum equipment requirements are outlined, but do not cover all the details of installations. Such details are recognised as being the exclusive responsibility of the supplier.

2. OBJECTIVE OF A BID

- 2.1 The purpose of this assignment is to request for proposals for the upgrade and maintenance of the existing electronic access control system at Public Protector South Africa head office in Pretoria.

3. SCOPE OF WORK

3.1 ACCESS CONTROL SYSTEM MUST AT LEAST PROVIDE AS A MINIMUM THE FOLLOWING

- An Access control system which is compatible with the PPSA existing ICT infrastructure.
- A full access control functionality.
- Full real time reporting functionality.
- Employee total 600.
- Cater for future integration of 16 sites.
- Full integration of asset movement control(tracking) and visitor management system
- The system should store at least 1000 transactions per reader.
- Transaction capacity of 60000 events.
- Management server to be included in proposal.

- The operating software must be Windows-based compliant and capable of running in a multi-user environment. It must allow for a range of different operator / user login security settings. (PPSA Will Provide Computers/Desktops).
- Standard power supply per door with a 12 Volt battery back-up in case of power failures to support independent door operation.
- If necessary replace all faulty hardware and card readers (Readers supplied must be weather and tamperproof).
- Supply and replace door closers and magnetic locks where faulty.
- Software to generate time and attendance report
- Door Controls: Door open and close alarm activation and Door lock capabilities with locks
- Status control and anti-pass back
- Flexible (minimum 32) sets of time zone to provide user to set up each time zone with different time districts
- Self-hardware testing function when equipment(s) are activated
- Proximity card door opening (CARD only)
- Door opening with computer
- Capable of communicating with multiple readers to provide online information
- Add more readers without changing software
- Remote Web Management Interface or functionality to be accessed from any workstation.
- Grant or deny access to single or group of employees to a single or all entrances.
- Back-end Database (industry Standard)
- Provide 3 year maintenance plan

3.2 ASSET MOVEMENT CONTROL AND TRACKING (RFID): Protecting assets and equipment

- The Asset tracking solution verifies whether asset movement is authorised, and links assets to associated employees or owners.

- When unauthorised asset movement is detected, or when an owner is not present when the asset is detected, then an alarm is generated.
- Capability to expire an asset.
- **Features:**
 - Security and theft prevention solution for assets
 - Various tag options
 - Operates alone standing or can integrate into existing access control systems
 - Generates alarms and logs asset movement details
 - Detects tag tampering up to 100m
 - Locates tags within 3m using tag locators
 - Ideal for single and multi-story buildings
- **How it works:**
 - Each owner is issued with an active Radio Frequency Identification(RFID) badge tag with a unique ID number
 - This ID should be linked to an employee number
 - Active RFID tags are installed on selected assets. Each asset tag has a unique ID number which is registered on the software together with the details of the asset (brand,model, serial number) and the tag ID number of the owner
 - RFID controllers are installed at the exits and throughout the building. These controllers receive the signals from the various active tags. The range of the controller is between 30 and 100m and depends on the building layout. The messages received from tags can contain the following information: tag ID, battery level, tamper alert, movement detection and location ID.
 - Locators are installed at entrances and exits of the building. When a tag comes within 2-3 m of a locator, it sends the location ID to the tag. The tag then sends a message to the controller with the tag ID and location ID.
 - The application software verifies that the asset movement is authorised and that the associated asset owner is present at the same location as the asset tag. If this is not the case an alarm is generated.

- Tags have a low battery indicator and can have anti-tamper functionality as well. To utilise the anti-tamper functionality the tag signal needs to be detected by a controller

- **Software Functionality:**

- History of asset movement
- Cloud hosted or locally hosted
- Can be integrated with access control systems
- Generates alarms on screen and via e-mail and/or SMS
- Reports on how many assets moved in and out in a month, week etc.
- Detail report that shows assets, employee number, time in, time out, location,

- **Architecture:**

There are three interfaces:

- Asset Registration Interface: used to register assets and personnel, linking assets to personnel and setting alarm conditions
- Asset Alert Interface: Reporting and clearing of alarms. This interface is usually installed in the control room
- Security Point Interface: Displays to security point personnel at entrances and exits the details of assets which created alarms.

- **Tag Functionality:**

- Various tag formats: laptop tags, asset tags, personnel tags and ATX certified tags
- Battery life: 2 – 5 years
- Low battery signal

- Optional: tamper, movement and locator activated

- **Controller Functionality:**

- Network: Ethernet or WiFi
- Power: 220VAC
- Range: 30 to 100m

- **Locator Functionality:**

- Power: 220VAC
- Range: 2-3 m
- Ceiling or wall mounted

3.3 VISITOR MANAGEMENT SOLUTION

- **System overview**

Visitor Management System must allow the user to track visitors, employees, assets and deliveries as they enter and exit the facilities. The system must also support printing of custom designed visitor passes with details like expiration date, visit area, host being visited, and visit purpose. In addition, allow the user to:

- Keep track of contractors and consultant timesheets.
- Track which employees have regular personal visitors.
- Secure visitor log.
- Clearly identify visitors by category, to restrict access to vulnerable goods and information.

- Designate special areas for visitors with custom badges.
 - Process most visitors in 20 seconds.
 - Use self-expiring badges to tighten security.
 - Generate end-of-day reports to ensure regulatory compliance.
 - Label information packets with personalized customer information.
- **Visitor pre-registration**

The system must support:

- Visitor pre-registration to include security level, length of stay, and maximum entries.
- Visitor pre-registration by using Front Desk, Microsoft® Office Outlook®
- Calendar or through Web based application.
- Group/Event pre-registration, pre-loading of visitor picture, badge pre-printing, and arrival instructions.
- Complete visitor registration processing within 20 seconds.

- **Visitor information capture**

The system must support:

- Quick and complete capture of visitor information as an essential component for proper record
- keeping and security checks.
- Capture of visitor information using various hardware devices. The tasks that can be performed include scanning smart ID cards, scanning driver license, capturing visitor photo, capturing visitor signature, and 2D barcode scanning of driver licenses.
- Quick processing of large groups of visitors through queuing of captured data.

- **Visitor authentication**

The system must support:

- Recalling previous visit information (including pictures) when a visitor revisits.
- Detecting each attempted visit and deterring potential security breaches before they affect the user facilities.
- Importing guests ranging from disgruntled ex-employees to known law breakers into the watch list to alert personnel of a potential threat to the organization.
- Authenticating a person as having proper identification and determining that he or she is who they claim to be.

- **Visitor authorization**

The system must support:

- Enforcing visitor authorization prior to printing a badge, entering the premises, authorizing visits at reception, security lobby, or remotely by the host employee.
- Delegating authorization responsibility to specific individuals.
- Providing a denied visitors list.

- **Visitor badges generation**

The system must:

- Provide quick, cost-effective, and individualized badging as an essential component of proper visitor identification.
- Allow printing of individualized visitor badges containing name, picture, expiration date, and valid access areas.
- Customize badge templates for visitors, VIPs and contractors.
- Print badges using:
 - Thermal label printers
 - Dymo 400, Dymo 450, Dymo 450 Turbo – thermal paper labels

-Dye sublimation – PVC cards

-Ink/laser printer – Regular card stock

- Supports tight integration with other Security systems that allow the assignment of access control privileges via barcode or card to visitors

- **Host notification**

The system must:

- Track events automatically by an accurate log as they relate to the visitor's activities on site.
- Track the number of times the visitor signs in and signs out.
- Support quick sign in and out using a barcode scanner.
- Provide proactive checking for expired visits and network notification to hosts and visitors of expired visits.
- Provide web access to the visitor manifest.

- **Security policies**

The system must:

- Provide accurate and consistent application of security policies.
- Provide a means to view picture and a person's attributes, reason for being on the watch list, and the action to be performed upon visitor's arrival.
- Check each visitor against his/her previous visit information.
- Ensure that visitors sign out by tracking expired visits and informing their hosts.
- Allow host to extend a visit or assign host responsibilities to another employee.

- **Host management**

The system administrator must:

- Assign the capabilities available to employees based on their requirement.
- Differentiate permanent and temporary employees; limit the number of daily and concurrent visitors per host.

➤ The Front Desk operator must:

- Assign temporary day cards to employees who have forgotten their card.
- Have an option to assign either access privileges to match their permanent card or a visitor privilege. The permanent card is automatically disabled while the temp card is active.
- Be able to do a visual verify of the employee to their photo at the Front Desk.

- **Traffic reporting**

Visitor traffic reports must be available to plan resource allocation and measure productivity and facility utilization. The system must generate:

- Traffic reports – per station, per building, per company, per employee, and per department.
- Detailed visit reports.
- Time and attendance reports for contractors and other visitors.
- Reports on demand, or schedule reports for regular generation and e-mail delivery.

- **Assets and deliveries**

The system must:

- Track assets and deliveries as they arrive and depart premises.
- Generate asset and delivery tags and scan assets and deliveries in and out with a barcode scanner.
- Provide e-mail notification of delivery recipient for unreturned assets.

- **Self-registration kiosk**

The system must:

- Provide a fully featured visitor kiosk to handle visitor registration needs in a busy or unattended lobby.

- The Kiosk must be used to perform touchscreen visitor registration using a visitor's business card or driver license.
- Allow to sign visitors in and out with voice agent scripted behavior, voice, and text message prompts.
- The Kiosk must be used to take picture of visitors for true visitor identification, as well as display visitation rules/non-disclosure agreement.
- Print a visitor badge at the self-registration station or at a remote Front Desk and allow for remote authorization of the visit by the host or security desk. The Kiosk must notify the hosting employee when their visitor arrives.

- **Security audit compliance**

The system must provide necessary tools to perform security and compliance audits including:

- Secure database
- Audit log
- Tamper proof visitor records
- Audit reports
- Backup and restore capabilities

- **Installation**

The system must provide a simple installation process, including wizard-based installation, attended and unattended installation support, and batch import of employee data.

- Configuration as a standalone or networked solution, single or multi-tenant facility, or single or multiple facility company to accommodate all PPSA offices
- Tailoring badge templates, notification rules, and security policies for each visitor category.
- Customizing the data being tracked for each visitor category and customized report templates.
- Synchronizing with online employee list through automated file import, Active Directory.
- Configuring user interface including, but not limited to data views, actions, field

names/types/default values, custom categories, and visit types, required or read-only fields.

- **System software requirements**
- **Network capabilities**

The system must support LAN and WAN between facilities in same continent and single time zone, and which requires connectivity speeds of 100 Mbps or greater on WAN.

- **Concurrent licensing**

The system must support concurrent client workstation licensing. The system application must be installed on any number of client workstations, and must provide the ability for any of the client workstations to connect to the database server as long as the maximum number of concurrent connections purchased has not been reached.

- **Security key**

The system must only require an electronic activation to be present on the database server for the system to operate. The security keys must not be required at the client workstations.

4. CURRENT/EXISTING NUMBER OF DOORS PER FLOOR: PUBLIC PROTECTOR HOUSE

NO	FLOOR	AREA/Door	Number of proximity tags	Break glass unit
1	GROUND	Main	2	1
		Special	2	1
		Mantraps x2	4	2
		Reception Cubicle	2	1
		Main Lobby	2	1
		Kitchen	2	1
		Outside doors West x 3	6	1
		Outside	2	1

		doors east 1		
		Security control room	2	1
Total		14 doors	24 tags	10
2	FIRST FLOOR	Main Lobby	2	1
		Registry	2	1
		ICT Server room	2	1
		Private Office	2	1
		Kitchen	2	1
Total		5 Doors	10 tags	5
3	SECOND FLOOR	Main lobby	2	1
		Outside doors west x2	4	2
		Outside doors East x1	2	1
Total		4 Doors	8 tags	4
4	BASEMENT 1	Mantrap 1	4	1
Total		2 Doors	4tags	1
5	BASEMENT 2	Mantrap 2	4	1
Total		2 Doors	4 tags	1
Grand Total		27 doors	50	21

4. The bidder must submit signed quotation on the company letterhead

5. THE BID WILL BE EVALUATED AS OUTLINED BELOW:

5.1 Phase 1 evaluation : Bidders must ensure that they complete and sign documents as indicated below, and the documents must be submitted as part of the bid document by the closing date and time:

5.1.1 Signed SBD 1: Invitation to Bid

5.1.2 Signed SBD 4: Declaration of interest

5.1.3 Signed SBD 6.1: Preference Points claim form in terms of the Preferential Procurement Regulations 2022 (Only to be used if the lowest quotation is equal to and above R 30 000)

5.1.4 Submit proof for the points claimed under specific goals (Only to be used if the lowest quote is equal to and above R 30 000)

5.2 Phase 2 evaluation: Below are mandatory required documents which must be submitted with the bid document and only bidders that have submitted all the documents will be evaluated for mandatory requirements. Non submission of all mandatory documents may disqualify the bidder:

5.2.1 The bidder must be registered on Central Supplier Database (CSD): The bidder must ensure that their company is registered on CSD (attach the CSD report with the bid document or provide bidder CSD registration number).

5.2.2 The quotation document to be submitted only the PPSA quotation email and none compliance will disqualify the bidder (PPSAQUOTATIONS@pprotect.org)

5.2.3 Bidders must attend compulsory site inspection (submit site inspection certificate)

6. Delivery Address

Delivery address

175 Lunnon Street

Hillcrest Office Park

Pretoria

7. Pricing

Bidders must ensure that the pricing covers all the items as per clause 3 above (scope of work)

8. ADDITIONAL REQUIRED INFORMATION

8.1. Company profile

8.1 Bidders must furnish the following information clearly indicated per annexure regarding their company as part of the bid. Where not applicable, it must clearly be indicated as such:

8.1.1 Personnel complement, divided into -

8.1.1.1 Management personnel;

8.1.1.2 Supervisors; and

8.1.1.3 Workers. Full time: Part time:

8.1.2 Composition in terms of shareholding

8.1.3 Address of Head Office.

8.1.4 Addresses of regional offices/branches

8.1.5 Bidders to indicate date from when the company commenced its operations.

8.1.6 Bidders to provide the details of completed contracts for the appointment of the Service Provider for the provision of upgrading of access control system Impro.

9. Previous experience

9.2 Due diligence may be conducted to verify all information that has been provided on the shortlisted bidders.

10. CONDITIONS OF BIDS

10.1 PPSA reserve the rights:

10.1.1 The PPSA reserves the right to disqualify any bidder which does not comply with any one or more of the required information as indicated below:

10.1.2 If the bidder/s submit their bids without all the data and information requested.

10.1.3 Proposal that did not submit mandatory documents stipulated in the RFQ document;

10.1.4 Proposal that fails to comply with the specification.

10.1.5 Proposal that contains any information that is found to be incorrect or misleading in anyway or Bidders who submit information that is fraudulent, factually untrue or inaccurate information.

10.1.6 Bidders who submit incomplete information and documentation according to the requirements of this RFQ document;

10.1.7 Bidders who receive information not available to other potential bidders through fraudulent means;

10.1.8 Bidder local content requirement does not comply with National Treasury designated sectors as updated from time to time.

10.1.9 PPSA Further reserves the right to:

10.1.9.1 Not to award or cancel this bid at any time.

10.1.9.2 To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.

10.1.9.3 To award in part or in full.

10.1.9.4 To award this bid to one or more bidders.

10.1.9.5 To negotiate prices of items that are contracted and should these items be available at a competitive price than the contracted price, PPSA will request the current bidder to reduce their price to be inline failing which; these will be purchase out of contract.

10.1.9.6 To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders have been notified of their status as such.

10.1.9.7 To carry out explanatory meetings in order to verify the nature and quality of the services bided for, whether before or after adjudication of the bid at bidder's corporate offices and / or at client sites if so required.

10.1.9.8 To award the contract to a Bidder whose bid was not the lowest in price.

10.1.9.9 To award the bid to a Bidder who is not the highest scoring Bidder.

10.1.9.10 To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.

10.1.9.11 To amend any bid conditions, bid validity period, RFQ specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the PPSA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the PPSA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

10.1.9.12 Not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the PPSA.

10.1.9.13 To request all relevant information, agreements and other documents to verify information supplied in the bid response.

10.1.9.14 To conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members

11. Undertakings by the Bidder

- 11.1 By submitting a bid in response to the RFQ, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the PPSA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.
- 11.2 The bidder shall prepare for a possible presentation should PPSA require such and the bidder shall be notified before the actual presentation date. Such presentation may include a practical demonstration of services as called for in this RFQ.
- 11.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the PPSA during the bid validity period indicated in the RFQ and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFQ document read with the bid.
- 11.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFQ; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 11.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with PPSA, as the principal(s) liable for the due fulfilment of such contract.
- 11.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become PPSA property unless otherwise stated by the bidder/s at the time of submission.
- 11.7 No attempt may be made, whether directly or indirectly, to canvass any member of PPSA employees before the award of the contract.
- 11.8 Any enquiries must be referred, in writing, to the specified persons.

12. Contract requirements

12.1 Contract period

The start date of the project implementation will be confirmed with the successful bidder upon contract negotiations. The initiative is based on deliverables.

13. General terms and conditions of contract

Bidders must complete the attached the General Terms and Conditions of the contract.

14. Price basis

- 14.1 Bidders shall take into account that PPSA's total requirements will be allocated to one bidder.
- 14.2 Bidders shall quote prices in South African Rand and Value Added Tax shall be included:
 - 14.2.1 For PPSA to be in a position to facilitate the evaluation of bids and the administration of the contract it is required that bidders must provide pricing which is all inclusive.
- 14.3 Bidders shall quote on the basis indicated in the Pricing Schedule.
- 14.4 Prices tendered for must be inclusive of all required deliverables as per specification.
- 14.5 PPSA requires an all-inclusive and fully transparent cost structure.
- 14.6 Where figures are referred to in numerals and in words and there is a conflict between the two, the words will prevail.
- 14.7 The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the duration of the contract.
- 14.8 Bidders must warrant to PPSA and indicate that the pricing quoted is free of any errors or omissions and that the Bidder is able to deliver the contract on the prices quoted.

15. Payment terms

- 15.1 The standard 30 day payment period will apply on the payment of all invoices from receipt of valid invoice.

16. Tax clearance certificate

- 16.1 Government is committed to reducing supply chain related fraud and ensuring that persons conducting business with the State are not afforded any scope to abuse the supply chain management system.
- 16.2 It is therefore essential to ensure that persons conducting business with the State are tax compliant when participating in tenders or other bidding processes. On 18 April 2016, the South African Revenue Service (SARS) introduced an enhanced TCS system aimed at improving compliance and making it easier for taxpayers to manage their tax affairs.
- 16.3 Implementation of the tax compliance status system:
 - 16.3.1 In order to comply with the new TCS system and the condition of bids that a successful bidder's tax matters must be in order, Accounting Officers and accounting authorities of all PFMA complaint institutions must:
 - 16.3.1.1 Designated officials, preferably from Supply Chain Management Unit, whose function will be to verify the tax compliance status of a bidder on the South African Revenue Services' Tax compliance status system housed on eFiling.
 - 16.3.1.2 Utilise the SBD1 issued by National Treasury when inviting bids,
 - 16.3.1.3 As a bid condition, accounting officer or accounting authorities must request bidders to

register on Government's Central Supplier Database and to include in their bid their Master Registration Number (Supplier Number) in order to enable the institution to verify the supplier's tax status on the Central Supplier Database.

- 16.4 The CSD and tax compliance status PIN are the approved methods to be used to prove tax compliance as the South African Revenue Services (SARS) no longer issues Tax Clearance Certificates but has made provision online, via e-Filing, for bidders to print their own Tax Clearance Certificates which they can submit with their bids or price quotations.
- 16.5 Accounting Officers are therefore required to accept printed or copies of Tax Clearance Certificates submitted by bidders and verify their authenticity on e-Filing. The verification result will be filed for audit purposes.
- 16.6 Where a bidder does not submit a tax compliance status PIN but provides a Central Supplier Database (CSD) number, the accounting officer and accounting authority must utilise the CSD number via its website www.csd.gov.za to access the supplier records and to verify the bidder's tax compliance status. A printed screen view at the time of verification should then be attached to the supplier's records for audit purposes.

17. Counter Conditions

Bidder's attention is drawn to the fact that amendments to any of this condition of bid by bidders may result in the invalidation of the bids.

18. Fronting

- 18.1 The PPSA support the Broad Black Based Economic Empowerment and recognises that the real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Based on the above (PPSA) condemns any form of fronting.
- 18.2 The PPSA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry /investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years. The matter may be reported to the National Prosecuting Authority (NPA) for criminal investigation and charges in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable

legislation.

19. Promotion of Emerging Black owned bidders

19.1 It is the PPSA's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

20. Supplier Performance Management

- 20.1 Supplier Performance Management is viewed by the PPSA as a critical component in ensuring value for money acquisition and good supplier relations between the PPSA and all its suppliers.
- 20.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the PPSA, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to PPSA's business.
- 20.3 Successful bidders will be required to comply with the above-mentioned conditions, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of these conditions.

21 Supplier Development

- 21.1 The PPSA promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or designated group which are at least 51% owned by:
- 21.1.1 black people
 - 21.1.2 black people who are youth
 - 21.1.3 black people who are women
 - 21.1.4 black people that formed a cooperative (primary, secondary or tertiary cooperative) or
 - 21.1.5 black people living in rural areas or underdeveloped area or township.

22. Screening

- 22.1 Acceptance of this bid may be subject to the condition that the successful bidder must be cleared by the appropriate authorities to render the service within the organ of the state.

23. PPSA requires bidder(s) to declare

In the Bidder's Technical response, Bidder(s) are required to declare the following:

- 23.1 Confirm that the bidder(s) is to: –

23.1.1 Act honestly, fairly, and with due skill, care and diligence, in the interests of PPSA;

23.1.2 Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;

23.1.3 Act with circumspection and treat PPSA fairly in a situation of conflicting interests;

23.1.4 Comply with all applicable statutory or common law requirements applicable to the conduct of business;

23.1.5 Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with PPSA;

23.1.6 Avoidance of fraudulent and misleading advertising, canvassing and marketing;

23.1.7 To conduct their business activities with transparency and consistently uphold the interests and needs of PPSA as a client before any other consideration; and

23.1.8 To ensure that any information acquired by the bidder(s) from PPSA will not be used or disclosed unless the written consent of the client has been obtained to do so.

24. Conflict of interest, corruption and fraud

- 24.1 PPSA reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of PPSA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

24.1.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;

24.1.2 Seeks any assistance, other than assistance officially provided by PPSA, from any employee, advisor or other representative of PPSA in order to obtain any unlawful advantage in relation to

procurement or services provided or to be provided to PPSA;

24.1.3 Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of PPSA's officers, directors, employees, advisors or other representatives;

24.1.4 Makes or offers any gift, gratuity, anything of any value or other inducement, to any PPSA's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to PPSA;

24.1.5 Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to PPSA;

24.1.6 Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to PPSA;

24.1.7 Has in the past engaged in any matter referred to above; or

24.1.8 Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

25. Misrepresentation

25.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that PPSA relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

25.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by PPSA against the bidder notwithstanding the conclusion of the Service Level Agreement between PPSA and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

26. Preparation costs

26.1 The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing PPSA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

27. Indemnity

- 27.1 If a bidder breaches the conditions of this bid and, as a result of that breach, PPSA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds PPSA harmless from any and all such costs which PPSA may incur and for any damages or losses PPSA may suffer.

28. Precedence

- 28.1 This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

29. Limitation of liability

- 29.1 A bidder participates in this bid process entirely at its own risk and cost. PPSA shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

30. Tender defaulters and restricted suppliers

- 30.1 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. PPSA reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been listed as defaulted with National Treasury by another government institution.

31. Governing Law

- 31.1 South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

32. Responsibility for sub-contractors and bidder's personnel

- 32.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that PPSA allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the

responsibility of the bidder and PPSA will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

33. Confidentiality

- 33.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with PPSA's examination and evaluation of a Tender.
- 33.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by PPSA remain proprietary to PPSA and must be promptly returned to PPSA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.
- 33.3 Throughout this bid process and thereafter, bidder(s) must secure PPSA's written approval prior to the release of any information that pertains to (a) the potential work or activities to which this bid relates; or (b) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

34 Proposal documents

- 34.1 **Quotations to be submitted only through PPSAQUOTATIONS@pprotect.org email address.** It is the bidder's sole responsibility to ensure that the complete bid has been received by the Closing Date and Time.
- 34.2 All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.
- 34.3 Bids submitted by bidders which are, or are comprised companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which resolution, duly certified, must be submitted with the bid.
- 34.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by PPSA in regard to anything arising from the fact that pages of a bid are missing or duplicated.

35. Consultation prior to submission of the bid documents

Bidders shall consult, **in writing**, with the PPSA's officials indicated below should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any

description, dimension, quality, quantity or any other information contained in this bid. PPSA undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Officials	Location	Contact Details
Conny Lebepe /Tiyani Thuketane	Public Protector South Africa 175 Lunnon Street Hillcrest Office Park Pretoria	Tel: 012 366 7008 ConnyL@pprotect.org Email:tiyanit@pprotect.org PPSAQUOTATIONS@pprotect.org

36. Clarifications and communication

- 36.1 Bidders are encouraged to submit clarification questions in writing to Public Protector South Africa (PPSA) officials mentioned above at **least three (3) days** before the closing date and time.
- 36.2 The PPSA will respond in writing to queries and distribute to all bidders invited for RFQ.
- 36.3 Oral communication or instruction by PPSA or its representative shall have no standing in this bid unless and until they have been confirmed in writing.
- 36.4 Whilst all due care has been taken in connection with the preparation of this bid, PPSA makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. PPSA, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.
- 36.5 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by PPSA (other than minor clerical matters), the Bidder(s) must promptly notify PPSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford PPSA an opportunity to consider what corrective action is necessary (if any).
- 36.6 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by PPSA will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 36.7 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

37 BIDDER DECLARATION

The bidder hereby declares the following:

We confirm that _____ (Bidder's Name)
will:

- a. **Render an upgrade and maintenance of the electronic access control system.**
- b. Act honestly, fairly, and with due skill, care and diligence, in the interests of the PPSA;
- c. Employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- d. Act with circumspection and treat PPSA fairly in a situation of conflicting interests;
- e. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- f. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with PPSA;
- g. Avoid fraudulent and misleading advertising, canvassing and marketing;
- h. Conduct business activities with transparency and consistently uphold the interests and needs of PPSA as a client before any other consideration; and
- i. Ensure that any information acquired by the bidder(s) from PPSA will not be used or disclosed unless the written consent of the client has been obtained to do so.

Signature:

_____ Date: _____

Print Name of Signatory:

_____ Designation _____

FOR AND ON BEHALF OF

CONTENTS OF THIS DOCUMENT IS NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE Important: Failure to complete/sign/initial this document in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!

VERIFICATION DOCUMENT

Required documentation to be attached to the cover pages as indicated below.

To assist bidders to check that all required documents are included in the file.

ID	RETURNABLE DOCUMENTS	YES
1.	Cover Page: (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)	
1.	Invitation to bid (SBD1)	
2.	Special Bid Conditions	
3.	Specification	
4.	General Conditions of Contract	
5.	Valid Tax Clearance Certificate (SBD 2)	
6.	Detailed Pricing Schedule	Not applicable
7.	Declaration of Interest (SBD 4)	
8.	Preference Points claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1)	
9.	Declaration Certificate for Local Production Content (SBD 6.2)	If Applicable
10.	Mandatory documents	
10.1	The bidder must be registered on Central Supplier Database (CSD): The bidder must ensure that their company is registered on CSD (attach the CSD report with the bid document or provide bidder CSD registration number).	
10.2	The quotation document to be submitted only the PPSA quotation email and none compliance will disqualify the bidder (PPSAQUOTATIONS@pprotect.org)	
10.3	Bidders must attend compulsory site inspection (submit site inspection certificate)	

Invitation to bid (SBD1)

Attach the required documents to and immediately after this cover page and return with proposal documentation

Specification and conditions of bid

Attach the required documents to and immediately after this cover page and return with proposal documentation

General Conditions of Contract

Attach the required documents to and immediately after this cover page and return with proposal documentation

Tax Clearance certificate

1. Bidders to attach a valid tax clearance certificate / SARS pin to and immediately after this page.
2. If bidding company is a JV or Consortium then valid Tax Clearance Certificate for all the parties must be submitted with the proposal.

Declaration of Interest (SBD 4)

Attach the required documents to and immediately after this cover page and return with proposal documentation

(SBD 6.1)

Attach the required documents to and immediately after this cover page and return with proposal documentation

The bidder must be registered on Central Supplier Database (CSD): The bidder must ensure that their company is registered on CSD (attach the CSD report with the bid document or provide bidder CSD registration number).

Attach the required documents to and immediately after this cover page and return with proposal documentation

Attendance of compulsory site inspection (submit site inspection certificate)

Attach the required documents to and immediately after this cover page and return with proposal documentation