

The Appointment of a Service Provider for the Supply and Delivery of an Electronic Visitor Management System (EVMS)



AGRICULTURAL RESEARCH COUNCIL

CO002REQ002205: SPECIFICATIONS

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Bidder's Name:.....

CSD number:

Total Price:

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1. BACKGROUND

The Agricultural Research Council (ARC) is a Research Science and Technology institution of excellence in South Africa. The ARC has a mandate for innovative and creative agricultural research, technology development and transfer aimed at the advancement of South African agriculture. Its operations are overseen by the ARC Council which is appointed by and accountable to the Minister for Agriculture.

To enhance and streamline access control to ARC facilities.

The Agricultural Research Council (ARC) hereby invites suitably qualified and experienced service provider to submit bids for Supply and Delivery of an Electronic Visitor management System (EVMS).

2. PURPOSE

The purpose of this Request for Quotation (RFQ) is to solicit quotations from qualified suppliers for the Supply and Delivery of an Electronic Visitor management System (EVMS). The proposed system should meet our technical specifications and functional requirements, enhancing our ability to manage and monitor access effectively across multiple geographical locations.

3. SCOPE OF WORK/ DELIVERABLES

The bidder is expected to adequately address all items referenced in the Scope of Work below:

Item Description	Description
Scanner	Rugged Scanner LR5
Display	displays on screen the details of the items scanned and stores it locally on the device
Data storage	30,000 scans can be stored
	automatically uploads its data
	WiFi to 3G/4G router for Internet access
Unlimited user	Must be able to create more that 10 user profiles

Electronic Visitor Management System (EVMS) must have the following features:

- The purpose is to replace the manual registration of visitors (paper-based).
- Electronically capture the visitor's driver's license card and vehicle license disk, recorded and time stamped.
- All records to be stored on the device and automatically uploaded/downloaded to the secure storage in the PC/Cloud.

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- The system should be a web-based application
- Have ability to view the downloaded transactions from the site
- Ability to use available ARC Wi-Fi or mobile network.

Scanner Functionality:

- SA Driving license details and photos
- Alerts on expired driving license or vehicle license
- SA Vehicle license
- Old and new SA ID
- Passport
- Take a photo
- Use log in security
- GPS Location
- Persons visited
- Alert when vehicle or driver is on the hot list.
- Supports WiFi Communications etc
- Web interface to all reports in real time
- Live dashboard which shows all transactions
- Verify Identities of visitors and contractors as well as their vehicles
- Blacklist unwanted guests and get notified when they arrive
- Provide timed Access Tokens to visitors
- POPI compliant
- Enabled to work on 4G LTE, HSPA+, GSM, WiFi and Bluetooth



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1. COSTING BREAKDOWN

DESCRIPTION	Quantity of EVMS units	Price per unit (incl VAT)	Total price all inclusive
SUPPLY: VISITOR MANAGEMENT DEVICE Rugged Android scanner and USB charger.	09		
Screen Protector	09		
Rubber boot charge station	09		
Belt clip	09		
Training	09		
Supply Secure Cloud Android: Cloud service for Secure Visitor to upload scanner data, view reports on line and download to any format.	02 years		
Twenty-four months cloud service for the scanner.	Year 1	R	
	Year 2	R	
TOTAL	09		

BILL OF QUANTITIES		
Gauteng		
1	Plant Production Research Institute (Vredenburg)	2
2	Industrial Crops (Rustenburg)	1
3	Central Office (Hatfield)	3
4	Animal Production (Irene)	3
Total		9

4. TERMS OF REFERENCES

4.1 Bidders shall provide to the ARC (accompanying the bid document on the closing date/time) with the following administrative and compulsory information as listed in the format below:

- a) A valid Tax PIN number from SARS.
- b) Standard Bidding Documents (SBD forms)
- c) Central Supplier Database report (CSD report) showing a tax-compliant status for the duration of the bidding process.

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The following compulsory documents are required:

Document that must be submitted	Non-submission may result in disqualification.	
Three reference letters on similar projects	Yes / No	Bidders must submit three reference letters of successfully completed related or similar projects.
Valid letter of good standing of the service provider from Private Security Industry Regulatory Authority (PSIRA).	Yes / No	Bidders must ensure compliance with PSIRA requirements
Valid PSIRA Company Registration	Yes / No	Bidders must ensure compliance with PSIRA requirements
Valid PSIRA of Directors	Yes / No	Bidders must ensure compliance with PSIRA requirements

Note: Failure to submit the above-mentioned required information together with the bid document on the closing date may result in the contractor's bid to be rejected.

Blacklisted service provider/s who are on the National Treasury website will be disqualified.

5. GUARANTEES

- ARC requires guarantees for a minimum of 12 months on all hardware.
- The supplier shall observe all relevant ISO and SABS standards or any applicable related regulations or standards.
- The supplier shall in detail document what is covered by the guarantee as well as the terms and conditions.
- Ensure all equipment and services comply with relevant industry standards and regulations.
- Adhere to data protection and privacy laws applicable to the handling of biometric data.
- The supplier shall in detail document what is covered by the Warranty and the duration for support services.