

REQUEST FOR QUOTATION
SENTECH INVITES SUPPLIERS FOR:

Project title:	APPOINTMENT OF A SERVICE PROVIDER FOR MAINTENANCE OF SECURITY SYSTEMS AT SENTECH HEAD OFFICE (STP), BRIXTON TOWER, KAMEELDRIFT AND NASREC FOR PERIOD OF THREE (3) YEARS		
Quotation or Proposal no:	RFX 60000003340		
Date of Issue	20 March 2026		
Briefing Session Date and Time			
Closing date:	26 March 2026		
Closing time:	12pm	Validity period:	30 days

You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	Lungile Sithole
Telephone no:	067 427 0326
E-mail:	Quotations5@sentech.co.za

Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(inwords)Rand;

R.....(in figures)

THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the
tenderer:**

.....
(Insert name and address of organisation)

Name &
signature of
witness

Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer’s agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the
Employer**

.....
(Insert name and address of organisation)

Name &
signature of
witness

Date

RFQ Data

1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate.

- 1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database. (if not registered the bidder MUST complete the attached Sentech Supplier Registration Forms)
- 1.2. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.3. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.4. Quotations can be submitted via Email, Fax or Hand Delivery.

2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 4. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

3. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

Evaluation Method	
	<ol style="list-style-type: none"> 1. Stage 1 – Administrative Responsiveness Evaluation All the Quotations will be evaluated against the administrative responsiveness requirements as set out in section 1 of the RFQ Data. 2. Stage 2 - Mandatory Evaluation Those proposals that are administratively responsive will then be evaluated against the Mandatory Evaluation Criteria(table1) and Functionality Criteria (Table 2). Suppliers must COMPLY FULLY with all the mandatory evaluation criteria in-order to be evaluated further. 3. Stage 3 – Price and Preference Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20 Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.

4. EVALUATION CRITERIA

4.1. TECHNICAL EVALUATION CRITERIA

4.1.1. Mandatory Evaluation Criteria (Stage 2)

The follow in criteria is mandatory and proof of submission must be attached: Failure to attach proof will lead to disqualification.

MANDATORY ELIGIBILITY CRITERIA	PLEASE TICK <input checked="" type="checkbox"/> WHATS APPLICABLE (Attach evidence and Link, reference page number in your proposal)
Valid proof of PSIRA registration of the Company	Attach valid PSIRA company certificate
Valid proof of PSIRA registration of the Director/s	Attach valid PSIRA director/s certificate/s
Valid proof of PSIRA letter of good standing	Attach valid PSIRA letter of good standing
Technician must be at least a grade C PSIRA member.	Attach CV's and valid PSIRA certificates of technicians
X-ray machine maintenance	Attach authorisation letter or maintenance agreement from HAB
Letter of Good Standing: Valid Letter of Good Standing with Department of employment & labour's Compensation	Valid letter of Good Standing from DOEL's CF or FEM or RMA (The nature of business as per COIDA should be aligned with the scope of this tender)
NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.	

4.2. Functional / Quality criteria (applicable)(Stage 3)-

Functional Evaluation: Must be comprehensive and supported by evidence.

No	Functionality Criteria	Documents required
1.	Provide proof minimum of 2 technicians that are Gallagher certified. Less than 2 technicians..... 0 2-3 technicians.....10 4 and above 20 = 20 Points	OEM certificates
2.	Provide proof minimum of 2 technicians that are Avigilon certified. Less than 2 technicians..... 0 2-3 technicians.....10 4 and above 20 = 20 Points	OEM certificates
3.	Provide proof minimum of 2 technicians that are Hikvision certified. Less than 2 technicians..... 0 2-3 technicians.....5 4 and above 10 = 10 Points	OEM certificates
4.	Company to provide maintenance plan. No submission.....0 Submission..... 10 =10 Points	Detailed maintenance plan

5.	Provide a minimum of 2(two) IT Specialist with minimum of 3-years' experience in security system integration, qualifications in trouble shooting, network infrastructure, programming Less than 3 years -----0 points 3 – 4 years -----10 points 5 and above-----20 points = 20 Points	Certificates + detailed CV's
	Total points	80
	Minimum score to qualify for further evaluation	55

4.3. Technical Evaluation (Stage 4) - Not Applicable

	Item Description	Score	Comments	Proof required

***Bidders must complete the two annexures attached with this document.(i.e. Annexure 1- Compulsory covering sheet and Annexure 2- Technical evaluation).**

4.4. RISK ASSESSMENT (Stage 5)- Applicable

All bids that meet the minimum qualifying score for technical evaluation may undergo a risk assessment based on the following framework:

- Any aspects that emanate from the bidders' individual responses
- Any information received from past references
- Site Visit of similar work done
- Assessment of Financial Statements

Sentech may disqualify bidders based on the outcome of the risk assessment.

4.5. Evaluation of Price and Preference (Stage 6)- Applicable

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

4.5.1.The price / preference weighting applicable for RFQ are as follows:

Price / Preference	Points
Preference:	20
Price:	80
Total must equal:	100

4.5.1.1. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	BBBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability

4.5.1.2. Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$P_s = 80 \left[1 - \frac{(P_t - P_{min})}{P_{min}} \right]$$

Where:

P_s = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{min} = Rand value of lowe

APPOINTMENT OF A SERVICE PROVIDER FOR PREVENTATIVE MAINTENANCE OF SECURITY SYSTEMS AT SENTECH HEAD OFFICE (STP), BRIXTON TOWER, KAMEELDRIFT AND NASREC FOR PERIOD OF THREE (3) YEARS

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

The purpose of this request for quotation is to appoint a suitably qualified and experienced service provider to provide **PREVENTATIVE MAINTENANCE OF THE SECURITY SYSTEM AT SENTECH HEAD OFFICE (STP), BRIXTON TOWER, KAMEELDRIFT AND NASREC FOR PERIOD OF THREE (3) YEARS**. This will include maintenance as well as emergency and ad hoc call outs and repairs, and the supply and installation of new equipment.

Sentech has implemented **Avigilon and Hikvision CCTV** surveillance system comprising of cameras and Channel recording software, running on Gallagher software.

The access control system is an **Morpho system with IDEMIA biometric** and card taken on readers and facial and card taken readers **running on Gallagher software**.

The successful bidder will be responsible for the provision of preventative maintenance service at Sentech Head Office (STP), Brixton Tower, Kameeldrift and Nasrec office. The bidder will be required to respond to system faults on unlimited callouts. The bid will be evaluated using quarterly fee. The successful bidder will also be responsible for supply and installation of new equipment and parts on an ad hoc subject to Sentech approval.

TECHNICAL REQUIREMENTS

<p>Scope of Work</p>	<p>The scope of work is the provision of preventative maintenance service of security systems at Sentech Head Office (STP), Brixton Tower, Pretoria site and Nasrec office</p> <p>All maintenance work and equipment shall be in accordance with the approved SABS Standards and shall comply with the Occupational Health and Safety Act, No 85 of 1993 and current regulations of all other codes applicable to this work.</p> <p>NB: Professional services included under this scope of work to be performed by the service provider should include, but are not limited to, the following.</p>
	<p>TECHNICAL SPECIFICATION FOR PREVENTATIVE MAINTENANCE</p>
<p>Item</p>	<p>Description</p>
<p>Network</p>	<ul style="list-style-type: none"> • Ensure that there is no network interruption
<p>Network recording</p>	<ul style="list-style-type: none"> • Check if date and time are correct in menu setup and correct any faults. • View quality of playbacks/retrieved images to ensure that recording has taken place. • Check functionality and clean the NVR. • Verify the recoding time and date of NVR. • Ensure database is maintained and monitored. • Footage must be available for a minimum of 6 months. • Check that license is still valid and upgrade software which are offered free charge or inform Sentech of financial implications for approval.

CCTV cameras and housing	<ul style="list-style-type: none"> • Inspecting field of view for desired coverage. • Focusing camera correctly on points. • Adjust and clean cameras. • Check general condition of wiring. • Backup and restore CCTV data. • All cameras are available on network. • Check that licenses are still valid and upgrade software if required
CCTV monitors	<ul style="list-style-type: none"> • Check functionality and clean exterior. • Check general condition of wiring
CCTV software Avigilon and Hikvision	<ul style="list-style-type: none"> • Inspect the software loaded on the server. • Check that license is still valid and upgrade software which are offered free charge or inform Sentech of financial implications for approval.
PC	<ul style="list-style-type: none"> • Inspect the software loaded on the server. • Check that licenses are still valid and upgrade software which are offered free charge or inform Sentech of financial implications for approval.
Access control boom gates	<ul style="list-style-type: none"> • Check the general conditions and functionality
X-ray machine	<ul style="list-style-type: none"> • Check the general condition, functionality and leakages
Walk through metal detector	<ul style="list-style-type: none"> • Check the general condition and functionality
Access control software- Gallagher	<ul style="list-style-type: none"> • Inspect the software loaded on the server. • Check that license is still valid and upgrade software which are offered free charge or inform Sentech of financial implications for approval.
Access control points/doors	<ul style="list-style-type: none"> • Check the general conditions and functionality • Check that licenses are still valid and upgrade software if required
Server room	<ul style="list-style-type: none"> • Check the general conditions and functionality • Repair or replace switches/POE that are faulty or not working
X-ray machine	<ul style="list-style-type: none"> • Conduct maintenance as per legal requirements and HAB maintenance agreement
Terms and Conditions	<p>SENTECH reserves the right to</p> <ul style="list-style-type: none"> • Extend the closing date; • Verify any information contained in a response. • Request documentary proof • Cancel or withdraw the requirement • To limit communications to only those Service Providers who meets the requirements. • This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail. • The successful Service Provider may only enter into a subcontracting arrangement with the approval of SENTECH. The successful Service Provider may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the Service Provider concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract. • SENTECH reserves the right to request a BBEE transformation plan with clearly defined timelines and milestones if the recommended Service Provider does not meet SENTECH's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan shall be submitted within 10 working days from the written request, failing which

SENTECH reserves the right to withdraw its appointment of the preferred recommended Service Provider.

- SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the SERVICE PROVIDER fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH.
- SENTECH shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider.
- SENTECH shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Service Provider.
- SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits.
- Key resources provided in response should be engaged in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract.
- Service Level Agreement will be signed with the successful Service Provider.
- SENTECH will review the contract annually based on satisfactory performance.

PRICING

Price List (see attached BOQ)

Annexure A: BOQ

1. Access Control system

1.1. System name

Site	Description	Number of doors
STP	Gallagher	78
Nasrec	Gallagher	10
Kameeldrift	Gallagher	2
STP	fire escape doors including break glass and peripheral	22

1.2. Security equipment

Site	Equipment	QTY
STP	Turnstile	1
STP	Security booth	1
STP	Security boom gates	5
STP	Walk-through metal detectors	1
STP	Rapiscan X-ray machine	1

1.3. Site controller Gallagher 6000

Site	No of site controllers:
STP	35
Nasrec	2
Kameeldrift	2

1.4. Biometric and Facial readers-Morpho

Enrolment Unit

- Card
- Fingerprint
- Facial
- Printer

Infrastructure

- 2 Workstation
- 1 Server

Site	Equipment	Description	QTY
STP	Biometric	Biometric readers-Morpho	97
STP	Facial	Facial readers	10
STP	Maglocks	Maglocks	78
STP	Enrolment unit	Card reader, fingerprint, facial and card printer	4 units
STP	Workstations	Infrastructure	3
STP	Server	Infrastructure	6
Nasrec	Biometric	Biometric readers	12
Nasrec	No touch	No touch	11
Nasrec	Maglocks	Maglocks	10
Kameeldrift	Biometric	Biometric readers Morpho	4
Kameeldrift	Maglocks	Maglocks	2

2. CCTV Equipment

2.1. Brixton Tower- System name-Avigilon

QTY	Equipment	Description
1	24 port switch	24 port switches H3C
1	8 port switch	8 port switches H3C
14	CCTV cameras	Avigilon (ONVIF) 2.0C-H4APTZ-DP30 Avigilon (ONVIF) 2,0C-H4A-BO2-IR-B Avigilon (ONVIF) 2,0C-H4A-D1-IR-B
1	Network adaptors	NIC1
3	Workstation	PC and monitor
1	NVR	Avigilon
1	Fiber	Fiber reticulation

2.2. STP- System name: Avigilon

QTY	Equipment	Description
16	48 port switch	48 port switch H3C
7	8 port switch	8 port switch H3C
8	Panel monitors	Hi-sense video wall monitors
178	CCTV cameras	Avigilon (ONVIF) 2.0C-H4APTZ-DP30 Avigilon (ONVIF) 2,0C-H4A-BO2-IR-B Avigilon (ONVIF) 2,0C-H4A-D1-IR-B
3	Workstation	PC and monitors
1	NVR	Avigilon

2.3. Kameeldrift- System name: Avigilon

QTY	Equipment	Description
10	CCTV cameras	Avigilon (ONVIF) 2.0C-H4APTZ-DP30 Avigilon (ONVIF) 2,0C-H4A-BO2-IR-B Avigilon (ONVIF) 2,0C-H4A-D1-IR-B
1	NVR	Avigilon

2.4. Nasrec- System: Hikvision

QTY	Equipment	Description
18	CCTV cameras	12 Varifocal Bullet Camera. Power by Darkfigher 6 Infra-red Dome camera
1	NVR	Hikvision IP embedded – 16 CH, Acuses Analytics expendables

Annexure B: Price list

STP

Description	Year 1	Year 2	Year 3
Access control system			
Security equipment			
CCTV Surveillance system- Avigilon			
Network			
STP control room			
Total amount Excl vat			
Total amount incl vat			

Kameeldrift

Description	Year 1	Year 2	Year 3
Access control system			
CCTV Surveillance system- Avigilon			
Network			
Total amount Excl vat			
Total amount incl vat			

Brixton Tower

Description	Year 1	Year 2	Year 3
CCTV Surveillance system- Avigilon			
Network			
Total amount Excl vat			
Total amount incl vat			

Nasrec

Description	Year 1	Year 2	Year 3
Access control system			
CCTV Surveillance system- Hikvision			
Network			
Total amount Excl vat			
Total amount incl vat			

Total contract amount per year

	Year 1	Year 2	Year 3
Total amount excl vat			
Total amount incl vat			

Total contract amount

Total amount excl vat	
Total amount incl vat	

BID SPECIFICATION EVALUATION COMMITTEE (BSEC)