

SCOPE OF WORK

1. INTRODUCTION

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Minerals, Energy Resources (DMRE). For more information on the company, you can visit our current website: www.cefgroup.co.za.

2. BACKGROUND AND OVERVIEW

CEF SOC is has keyless smart lock access control devices in offices on the second and third floor of the building consisting of mainly fingerprint recognition, and a number passcode access control. CEF employees and visitors interact with these devices in one way or another to restrict and control access in and out of the offices as well.

3. PURPOSE

The primary purpose of this project is to install keyless smart locks on the ground floor, including balcony access doors, to fortify security measures and mitigate potential risks associated with unauthorized access. By transitioning from traditional lock-and-key systems to advanced keyless technology, we aim to enhance control over access points, bolster physical security, and safeguard confidential information housed on the ground floor.

4. OBJECTIVES

Security Enhancement: Implementing keyless smart locks will significantly enhance the security posture of the ground floor premises, particularly areas accessible from external balconies. This proactive measure will deter unauthorized entry attempts and safeguard sensitive information housed within. To also install on the third floor at identified critical areas.

Convenience and Efficiency: The adoption of keyless smart locks will streamline access management processes for the COO and their team, eliminating the need for physical keys

and simplifying access control protocols. Authorized personnel will benefit from seamless and secure entry, enhancing operational efficiency and productivity.

Risk Mitigation: By addressing vulnerabilities associated with balcony access doors, we aim to mitigate potential security risks and vulnerabilities that could compromise the confidentiality, integrity, and availability of company-sensitive information. The installation of keyless smart locks represents a proactive step towards pre-empting security threats and safeguarding organizational assets.

5. SPECIFICATIONS

*** SPECS FOR INNER OFFICE DOOR LOCKS ***

Item: Wireless Lock Kit X 18 (Eighteen)

Description:

We require a Keyless, Wireless Lock kit suitable for office aluminium doors (*Internal*)

Requirement:

- Metal keypad (IP65)
- Fingerprint
- Wireless Keypad
- User Capacity: Min 10
- Power: 12v Battery (with lithium backup battery)
- Open/Close by Fingerprint, Keypad, Card/Tag, Transmitter
- Communication Distance: 10m Min, 30m Max

*** SPECS FOR OUTER OFFICE DOOR LOCKS ***

Description:

We require a Magnetic, Keyless, Wireless Lock kit for office balcony doors (*External*) X 10 (Ten)

Requirement:

- Metal keypad (IP65)
- All Wireless
- Exit button
- Magnetic Locks
- Waterproof
- User Capacity: Min 10

- Power: 12v Battery (with lithium backup battery)
- Open/Close by Fingerprint, Keypad, Card/Tag, Transmitter
- Communication Distance: 10m Min, 10m Max
- No App needed

6. REQUIREMENTS

The CEF SOC Ltd invites bids from suitable service providers to provide installation of 28 smartlocks and maintenance of **forty-three (43) keyless** smart locks that meet the following requirements:

6.1 MINIMUM REQUIREMENTS:

CEF requires installation, support and maintenance based on time and material basis. Include support rate per hour in the bid response and monthly support fees based on estimated support hours required per month. The estimated support hours required are 08 hours per month for Keyless Smart lock maintenance.

Requirements for keyless smart lock:

- Proactive maintenance bi-quarterly
- Proactive maintenance bi-quarterly
- Corrective maintenance quarterly
- Predictive maintenance annually
- Responding to emergency service requests onsite, when required
- Monthly health checks
- Maintain the locks in full operating condition and maintain proper and effective record keeping. This must include all repair and replacements of normal wear and tear any parts of equipment. The proposal must include response and repair time.
- Provide monthly and quarterly reports pertaining to proactive and corrective maintenance.
- Maintain firmware upgrades of the current software as per manufacturer recommendation.
- Guaranteed 24-hour response lead time by means of remote support or on-site support.

6.2 The winning bidder will be required to perform the following:

- Installation of keyless smart locks.
- Provide support and maintenance of the for Keyless Smart locks for a period of **12 months**.

6.3 The proposal must include:

- Pricing on maintenance and support for the Keyless Smart locks for a period of 12 months.
- Detailed support and maintenance model as per requirements.
- Draft SLAs and proposed support and maintenance to fulfil the requirements.

7. Evaluation Criteria

7.1 Phase 1: Administrative Evaluation Criteria

Initial Screening Process: At this phase bidders' responses are reviewed to check if bidders have responded according to the CEF(SOC) Ltd RFQ document.

7.2 Phase 2: Mandatory Evaluation Criteria

At this phase service providers must submit the required supporting documents to substantiate compliance to the requirements below. It must be noted that if the service provider does not meet any of the requirements, the service provider will be disqualified and not be evaluated further.

No.	Mandatory	Comply	Not Comply
7.2.1	Bidder's Technician should hold relevant certifications as a Certified Locksmith. A valid copy of a Certificate or letter should be submitted.		

7.3 Phase 3 Technical evaluation criteria

Bidders will be evaluated according to the below technical evaluation criteria. A minimum score of 70% will qualify the bidder to the next round.

7.3.1 Experience of the bidder			
Technical Information	Scoring	Proof of documents	Weighting Percentage
Company Experience The company must have delivered a minimum of 3 projects, where similar services have been rendered in the past 3 years. Please provide reference letters as proof for previous projects implemented. Letters must be dated, signed and on client's letterhead including contact person, contact details.		Reference letters	60%
5 reference letters	5		
4 reference letters	4		
3 reference letters	3		
Less than 3 reference letters	0		

7.3.2 Experience of the lead			
Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of the staff: The project lead that will be assigned to CEF must have minimum experience of 3 or years in implementing and supporting Keyless Smart Lock solutions. Bidder must provide a C.V. of the lead personnel clearly indicating their previous and current role and responsibilities.		Curriculum Vitae	25%

5 or more years of experience	5		
4 years but less than 5 years of experience	4		
3 years but less than 4 experience	3		
Less than 3 years of experience	0		

7.3.3 Experience of the staff			
Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of the staff: On average, the project team that will be assigned to CEF must have a minimum of two (2) years' experience implementing and supporting Keyless Smart Lock solutions. Provide a copy detailed CV.		Curriculum Vitae	15%
4 or more years of experience	5		
3 years but less than 4 years of experience	4		
2 years but less than three years of experience	3		
Less than 2 years of experience	0		

8. PRICING SCHEDULE

No	Description	Quantity	Unit Cost	TOTAL
1.	Installation Wireless Lock Kit	18 (Eighteen)		
2.	Installation Magnetic, Keyless, Wireless Lock kit for office balcony doors (*External*)	10 (Ten)		
3.	Maintenance of forty-three keyless smart locks	43 (Forty-Three)		
4.	Monthly health checks	Monthly		
5.	Proactive maintenance bi-quarterly	Bi-Quarterly		
6.	Corrective and Preventative maintenance quarterly	Quarterly		
7.	Predictive maintenance annually	Annually		
8.	Support Hours	8 per month		
9.	Others (Specify Clearly)			
Total (Exc.VAT)				R
VAT (@15%)				R
Total (Inc.VAT)				R