



# Road Traffic Management Corporation

**APPOINTMENT OF A SERVICE PROVIDER  
FOR PROVISION OF AN INTEGRATED  
ELECTRONIC SECURITY SERVICES TO  
RTMC FOR A PERIOD OF THREE (3)  
YEARS**

**RTMC BID NO: 09/2021/22**

## CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

### 1. Proprietary Information

---

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the bidder, to be Confidential. The bidder shall not disclose, divulge, publish, or advertise this specification or related information directly or indirectly, to any third party without the prior written consent of RTMC. The bidder shall only make the Confidential Information available to those of its employees who are actively involved in this bid and then only on a "need to know" basis

### 2. Enquiries

---

- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channelled to the email below, however the cut-off date will be on the **18 February 2022**

|               |                                                              |
|---------------|--------------------------------------------------------------|
| Name          | RTMC                                                         |
| Email Address | <a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a> |

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

### 3. Validity Period

---

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

### 4. Supplier Performance Management

---

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a SDB 7.2 and Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess

the Bidder 's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

4.3 Should the successful bidder fail to sign the SDB 7.2 and the SLA when called upon to do so, the RTMC may without prejudice to any other rights it may have -

4.3.1 cancel the contract that may have been entered into between the successful bidder and the RTMC and the successful bidder shall pay to the RTMC any additional expenses incurred by the RTMC having either:

4.3.1.1 to accept any less favourable Bid or,

4.3.1.2 if new Bids have to be invited, the additional expenditure incurred by the invitation of fresh Bids and/ or by the subsequent acceptance of any less favourable Bidder.

## **5. Instructions on submission of Bids**

---

5.1 Bids should be submitted as follows:-

5.1.1 Technical envelope

- Two (2) copies for technical responses/functional evaluation (1 Original and 1 copy)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope which contains the original document)

5.1.2 Financial envelope

- Pricing schedule should be submitted separately Two (2) copies (1 Original and 1 copies)
- PDF soft copy in a memory stick of the pricing schedule (to be enclosed in the envelope which contains the original document)

5.2 All envelopes to be sealed and endorsed, **RTMC BID 09/2021/22: Appointment of a service provider for provision of an integrated electronic security services to RTMC for a period of three (3) years**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157** by no later than **11:00 am on 24 February 2022**.

#### 5.4 Compulsory Briefing session: Online/Virtual

5.4.1 The online/Virtual compulsory briefing session will be held on **09 February 2022** at **12:30pm**.

5.4.2 Bidders are required to register for a compulsory briefing session by submitting necessary information to [bidadmin@rtmc.co.za](mailto:bidadmin@rtmc.co.za) by not later than **07 February 2022** at **14:00pm** in order to be eligible to participate in the compulsory briefing and the bid process.

The following information is required to register for a briefing session:

- Company Name
- CSD Registration number
- Name and Surname of the Representative

**Bidder/s who fail to comply with the above requirement will not be considered the compulsory briefing session.**

5.4.3 Upon registration a link will be shared with the bidders to enable them to participate on the stated virtual meeting.

5.4.4 Bidders will be required to login using their company name, thirty (30) minutes before the starting time of the briefing session to allow for a virtual registration. Example, if the session starts at 10:00am bidders will be allowed to login at 09:30am and session will start promptly at 10:00am. No bidder/s will be allowed in the briefing session past the starting time.

5.4.5 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the online/virtual briefing session.

**NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)**

- 5.5 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.6 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.7 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.
- 5.8 Bid received by email, facsimile or similar medium will not be considered.
- 5.9 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**
- 5.10 Amended bids may be sent in an envelope marked "**Amendment to Bid**" and should be placed in the bid box before the closing time.
- 5.11 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

## **6. Undertakings by the Bidder**

---

- 6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.
- 6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation

date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.

6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

6.5 The bidder furthermore confirm 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 and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk

6.6 Bidders should note that should its Bid be accepted, and should the Bidder be unwilling or unable to commence the Services on the commencement date due to circumstances that are within its control, the RTMC shall be entitled, without prejudice to any other rights it may have –

6.6.1 to terminate the contract; or

6.6.2 claim specific performance from the successful bidder

and claim damages from the successful bidder.

## **7. RTMC's Rights and Undertakings**

---

7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.

7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.

7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.

- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.
- 7.6 The RTMC acknowledge and agree that all data and Personal Information provided by the bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.
- 7.7 The RTMC hereby undertakes–
- 7.7.1 in favour of the bidder that it shall at all times strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information;
  - 7.7.2 to use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid; and
  - 7.7.3 not process Personal Information for any purpose other than to perform its obligations under this bid.

## **8. Supplier Development and Promotion of Emerging Black Owned Service Provider**

---

- 8.1** The RTMC promotes enterprise development in this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.
- 8.2** It is also the objective of the RTMC to promote transformation 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 bid would be undertaken by black owned entities.

- 8.3** 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.

## **9. SPECIAL INSTRUCTIONS TO BIDDERS**

---

- 9.1** Bidders shall provide full and accurate answers to the questions posed in this document.
- 9.2** Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.
- 9.3** The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents.
- 9.4** The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.
- 9.5** RTMC reserves the right to include any additional related items on the contract that are currently not part of the bid document.
- 9.6** RTMC reserves the right to verify any information provided by bidders for clarity and any misrepresentation will lead to disqualification of the bidder.
- 9.7** Bidders may be required to decommission the installed system and commission it at different site (should there be a need).

## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

## **SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION**

### **1. PURPOSE**

- 1.1 The Road Traffic Management Corporation would like to invite suitably qualified and experienced service provider for provision an integrated electronic security services to RTMC for a period of three (3) years.

### **2. BACKGROUND**

- 2.1 RTMC has offices nationally which need improved security measures. In those offices the Corporation has employees, information and assets. A detailed Security Risk Threat Assessment was conducted to cover all the offices and recommendations made to address the security deficiencies identified and attempts made to link them to the existing or approved budget.
- 2.2 The Corporation has also added two new DLTC offices at both Waterfall and Eco Park, these two additional offices are considered as flagships for future DTLC of excellence, it is thus of critical importance that all necessary security intervening mechanism are put in place to ensure that indeed these offices are a reflection of a future envisioned DLTC of choice.
- 2.3 In 1996 and 2000 Cabinet passed the Minimum Information Security Standards and Minimum Physical Security Standards (MPSS) respectively, and specifically/explicitly mandated SAPS (Government Security Regulator) to regulate physical security in government, parastatals as well as National Key Points facilities/buildings, now called Critical Infrastructures following proclamation of Critical Infrastructure Protection Act (Act 8 of 2019). This resulted in the defining of responsibilities of Accounting Officers and Security Managers towards ensuring that state owned entities and departments are protected in accordance to the Minimum Physical Security Standards (MPSS). It provides guidelines regarding security requirements in newly designed buildings or existing buildings to be occupied by state departments or parastatals.
- 2.4 Therefore, in response to this, RTMC must use both the MISS and MPSS in determining the security requirements of all its offices. In addition, the protection of State property is of paramount importance and PFMA and Treasury regulations also make provision for

government departments or any entity utilising state funds/resources to procure assets to take every step reasonably possible to protect them and report any loss incurred due to theft or any other possibility (Loss Control).

- 2.5 To this end, the Corporation intends appointing a suitably qualified and experienced service provider to remove the existing system, as well as design, supply and install a new integrated system. To ensure continued and sustainable system availability, the Corporation further requires the same service provider to provide support, repair and maintenance service of the same system for a period of 36 months

### **3. DETAILED SPECIFICATION AND SCOPE OF WORK**

3.1 The scope of work entails the following key deliverables:

- 3.1.1 To decommission the current moribund electronic security systems at Waterfall [eNatis]
- 3.1.2 To supply, install and commission integrated electronic security systems [cctv, nvr, electronic access control with time and attendance, etc] for Waterfall, Eco-park and the two new DLTCs
- 3.1.3 Repair and commission X-ray machine
- 3.1.4 To supply, install and commission waist-level access-controlled turnstiles
- 3.1.5 To supply, install and commission access controlled paraplegic gate
- 3.1.6 To supply, install and commission industrial gate motors
- 3.1.7 To provide maintenance of the integrated electronic security systems
- 3.1.8 To upgrade existing perimeter fencing (electric)

### 3.2 Detailed equipment needs in relation to the scope of work is as follows:

| Item No | Category of Service            | Type of Equipment/Systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Integrated electronic Security | <ul style="list-style-type: none"><li>- CCTV Cameras</li><li>- NVR's</li><li>- Monitors</li><li>- Access Control [readers, software, security barriers, etc]</li><li>- Time and attendance</li><li>- Integration Software's</li><li>- Visitors Management Software</li><li>- Electric Fence and Energizers</li><li>- Gate Motors/ Garage Security Doors</li><li>- Perimeter Security lights</li><li>- Security X-Ray Machines</li><li>- Metal Detectors</li><li>- Turnstiles</li><li>- Intruder detection system</li></ul> |

## 4. MANDATORY REQUIREMENTS

- 4.1 The service providers must be recognised as channel partners, authorised installers/ integrators of the systems they install by the respective Original Equipment Manufactures [OEM].
- 4.2 The technician must be accredited, certified and have experience in the systems they install.
- 4.3 The service provider must be registered as Security Company with Private Security Industry Regulatory Authority (PSIRA).
- 4.4 The Directors of the service provider must be registered with PSIRA.
- 4.5 Bidders must have installed a minimum of 100 IP based cameras in a single project in the past five years (capacity), this could include different sites in one project.
- 4.6 Financial capacity to implement this project on a fast-track pace
- 4.7 The service provider must be accredited to render services/ work at the National Key Points (A provisional registration letter/ full accreditation letter).

**NB:** Preference would be given to companies owned by South African citizens and its personnel must be South African citizens (unless authorized by the Minister of Police in accordance with the National Key Point Act No. 120 of 1980).

# **SECTION: 3**

## **EVALUATION CRITERIA**

## 1. EVALUATION CRITERIA

---

The bid will be evaluated in the following stages:

### (a) Stage 1 - Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements; bidders will be disqualified from evaluation. Below are standard mandatory requirements;

- Bidders are required to submit two (2) copies (1 Original and 1 copy) and PDF soft copy in a memory stick.
- All standard bidding documents must be duly completed and signed by authorised official. In case of a Joint Venture, Consortium or similar relationship/arrangements; bidders must submit standard bidding documents for entities in an arranged business relationship and accompanied by an agreement.
- Bidders must be registered with National Treasury Centralised Supplier Database.
- Compulsory briefing certificate

### (b) Stage 2 – Mandatory Requirements

Bidders who fail to meet the mandatory requirements will be disqualified from further evaluation.

### (c) Stage 3 – Functionality Evaluation

This process comprises two steps:

- Step 1 will be on written responses/ proposals which consists of **70 points**.
- **NB:** Bidders will be required to score a minimum of **50 points** in order to qualify for step 2.
- Step 2 will be on presentation which consist of **30 points**.
- Bidders will be required to score a minimum of **20 points**

Bidders will be required to score at least **70 points** in order to qualify for stage 4.

**(d) Stage 4 – Price and Preference Points Evaluation**

Bidders will be evaluated on 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE).

**1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS**

| <b>Note: Bidders who fail to comply with below standard compliance requirements will be disqualified from further evaluation (Standard Compliance Requirements)</b> | <b>Comply (Yes / No)</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>ENVELOPE ONE (1)</b>                                                                                                                                             |                          |
| Two (2) copies (1 original and 1 copy) and PDF soft copy in a memory stick                                                                                          |                          |
| Proof of CSD Registration. (CSD number or report)<br>Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a> )                         |                          |
| Compulsory Briefing Session Certificate                                                                                                                             |                          |
| SBD1: Invitation to bid and company information                                                                                                                     |                          |
| SBD4: Declaration of interest                                                                                                                                       |                          |
| SBD8: Declaration of bidder's past supply chain management practice                                                                                                 |                          |
| SBD9: Certificate of independent bid determination                                                                                                                  |                          |
| <b>NB: All forms indicated above to be completed and duly signed (Electronic signatures will not be accepted on the original documents)</b>                         |                          |
| <b>ENVELOPE TWO (2)</b>                                                                                                                                             |                          |
| Total Number of copies submitted – Two (2) (1 original and 1 copy)<br>PDF soft copy in a memory stick                                                               |                          |
| Pricing Schedule                                                                                                                                                    |                          |
| SBD6.1: Preference points claim form                                                                                                                                |                          |
| SBD6.2: Local Content                                                                                                                                               |                          |

**NB: Failure to comply with the above requirements will lead to a disqualification of the bid**

## **1.2 STAGE 2 – MANDATORY REQUIREMENTS**

**NOTE: A bidder who fails to meet the below Mandatory Requirements will be disqualified from further evaluation**

| Item | Description                                                                                                                                                                                                                                                                                                                                | Comply<br>Yes/No |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1.   | <p>The service providers must be recognised as channel partners/ authorised installers of the system they install by the respective Original Equipment Manufacturers [OEM].</p> <p><b>Compliance Requirement:</b><br/>Bidder must submit OEM accreditation certificate</p>                                                                 |                  |
| 2.   | <p>The service provider must be registered as Security Company with Private Security Industry Regulatory Authority (PSIRA).</p> <p><b>Compliance Requirement:</b><br/>Attach valid certificate and Letter of Good Standing (PSIRA)</p>                                                                                                     |                  |
| 3    | <p>Bidder must have installed a minimum of 100 IP based cameras in a single project in the past five years (capacity), this could include different sites in one project.</p> <p><b>Compliance requirement:</b><br/><br/>Attach proof of project done in the last five years in the letterhead of the Client, with contactable details</p> |                  |
| 4    | <p>Financial capacity to implement this project on a fast-track pace</p> <p><b>Compliance requirement:</b><br/><br/>Attach latest (2020/2021) audited financial statements</p>                                                                                                                                                             |                  |
| 5    | <p>The Directors of the service provider must be registered with PSIRA.</p> <p><b>Compliance Requirement:</b><br/>Attach valid PSIRA certificate</p>                                                                                                                                                                                       |                  |

|   |                                                                                                                                                                                                                                                              |  |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 6 | <p>The service provider must be accredited to render services/work at the National Key Points.</p> <p><b>Compliance Requirement:</b></p> <p>A provisional registration letter / full accreditation letter issued by South African Police Services (SAPS)</p> |  |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

### 1.3 STAGE 3 – FUNCTIONALITY CRITERIA

**NB: Functional evaluation criteria comprise of 100 points and bidders must score 70 points to qualify for further evaluation.**

#### STEP 1: FUNCTIONAL EVALUATION WILL BE ON WRITTEN RESPONSE

Bidders will be required to score at least **50 points** on written response.

| DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | POINTS    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>A. SIMILAR WORK DONE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>40</b> |
| <p><b>Bidders to demonstrate experience in similar work done (integrated electronic security system and related services)</b></p> <p>The bidder must submit reference letters of similar work done</p> <ul style="list-style-type: none"><li>▪ 1 to 3 reference letters = <b>20 points</b></li><li>▪ 4 and more reference letters = <b>40 points</b></li></ul> <p><b>Compliance Requirement:</b></p> <p>Bidders are required to attach copies of reference letters from clients where the services were rendered. The following details must be reflected on the content of the reference letter/s:-</p> <ul style="list-style-type: none"><li>• Name of the institution/entity where similar services were rendered successfully</li><li>• Address of the institution/entity</li><li>• Duration/Period,</li><li>• Contact Person's telephone number and email address.</li><li>• Reference letters must be on the letterhead of the client, signed and dated by authorised person.</li></ul> |           |
| <b>B. TEAM EXPERIENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>30</b> |
| <p>The bidder must have technicians that are accredited, certified and have experience in the systems they install.</p> <ul style="list-style-type: none"><li>• 3 to 5 years of experience = <b>15 points</b></li><li>• 6 and more years of experience = <b>30 points</b></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |

|                                                                                                                                  |           |
|----------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Compliance Requirement:</b><br><br>Attach CVs and certified copies of accreditation OEM certificate (not older than 3 months) |           |
| <b>TOTAL</b>                                                                                                                     | <b>70</b> |

## STEP 2: PRESENTATION

Bidders will be required to score at least **20 points** on presentation.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>A. PRESENTATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>30</b> |
| <p><b>Demonstration of the bidder's knowledge of the scope of work</b></p> <p>The bidder must demonstrate the understanding and knowledge of integrated electronic security system and related services as indicated in the scope of work. This must reflect the following key elements: -</p> <ul style="list-style-type: none"> <li>➤ Presentation on the installation of an integrated electronic security system that the bidder has installed in the past and address critical activities = <b>10 points</b></li> <li>➤ Process involved in the decommissioning of the obsolete integrated electronic security systems = <b>5 points</b></li> <li>➤ Critical factors to be considered in the commissioning of a new integrated electronic security systems = <b>10 points</b></li> <li>➤ Maintenance and warranties of the security systems = <b>5 points</b></li> </ul> <p><b>NB: This area will be incorporated in the proposal response as part of functionality. The service provider will be invited to present this in the form of a Power Point presentation once they have qualified to this step.</b></p> |           |

Presentation will be evaluated using the following scales:

| VALUE            | DESCRIPTION                                            |
|------------------|--------------------------------------------------------|
| 5- Excellent     | Meets and exceeds the functionality requirements       |
| 4- Very Good     | Above average compliance to the requirements           |
| 3- Good          | Satisfactory and should be adequate for stated element |
| 2- Average       | Compliance to the requirements                         |
| 1 - Poor         | Poor response                                          |
| 0- Non-Compliant | Does not comply to the requirements                    |

**NB: BIDDERS WILL BE REQUIRED TO SCORE A MINIMUM OF 70 POINTS IN ORDER TO QUALIFY FOR STAGE 4.**

#### **1.4 STAGE FOUR – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)**

| CRITERIA           | MAXIMUM POINTS |
|--------------------|----------------|
| Price              | 80             |
| B-BBEE Rating      | 20             |
| <b>Grand Total</b> | <b>100</b>     |

**SECTION: 4**  
**ANNEXURE AND**  
**STANDARD BIDDING**  
**DOCUMENTS**

**See the attached SBD**  
**forms**

**(All SBD forms must be**  
**signed)**

## **BIDDING DOCUMENTS: GENERAL INFORMATION**

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.

- 9.** In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words “as specified”.
- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.

