



EASTERN CAPE
LIQUOR BOARD

SPECIFICATION
FOR
PROVISION OF ALARM SYSTEM SERVICES

DATE OF ISSUED: 22 OCTOBER 2024
CLOSING DATE: 28 OCTOBER 2024
REFERENCE NO.ECLB.021/2024/25

FOR EASTERN CAPE LIQUOR BOARD
(CRADOCK)

Provision of alarm system services to Cradock Office of the Eastern Cape Liquor Board for a period of 60 months with an option to renew for a further period of 24 months

1. PURPOSE

The purpose of the request for quotation is to invite potential qualified service providers to submit proposals with regards to the provision of alarm system services to the Cradock Office of the Eastern Cape Liquor Board for a period of 60 months.

2. BACKGROUND

2.1 Eastern Cape Liquor Board is a statutory entity established in terms of Eastern Cape Liquor Act 10 of 2003. Its mandate is to regulate the registration of retail sales and micro-manufacturing of liquor and support the industry in the management and reduction of negative socio-economic impacts caused by the alcohol abuse and to promote new-entrants into the industry.

2.2 The ECLB currently has an installed alarm system in its Cradock premises inclusive of monitoring and armed response.

2.3 The services of the current services provider are about to expire hence the need to invite potential service providers for this service.

3. DELIVERABLES

No	Bid Reference No	Details	Closing date
1	ECLB.021/2024/25	Provision of alarm monitoring, maintenance, and armed response services for a period of 60 months with an option to renew for a further period of 24 months.	28 October 2024 at 16H:00

4. COMPULSORY TERMS AND CONDITIONS

4.1 Services of security services company are required by the Eastern Cape Liquor Board to provide installation /upgrade, maintenance, monitoring and armed response security services at the premises occupied by Eastern Cape Liquor Board in Cradock.

- 4.2 ECLB has entered a new contract for its premises and is in the process of reconfiguring the existing plan, see attached office layout as **Annexure A** for quoting.
- 4.3 The ECLB has an existing alarm system infrastructure whose state must be evaluated, upgraded if need be and incorporated into the new system should it allow for such.
- 4.4 The service provider must visit the premises prior to providing a quotation.
- 4.5 The service provider must provide a quotation for the following services:
- 4.5.1 Upgrade if required, repair and/or install an alarm system.
 - 4.5.2 Sensor beams must be installed in new office areas in line with the new office layout as per attached **Annexure A**.
 - 4.5.3 Monitoring services and maintenance of the alarm system.
 - 4.5.4 Armed response service operated 24 hours a day and 7 days a week.
 - 4.5.5 Provision of armed response in cases of emergency or anytime needed.
 - 4.5.6 Visiting of site in response to emergency and alarm calls and all costs of the visits must be covered in the quotation price.
 - 4.5.7 Service provider should also provide for remote arming of the premises.
 - 4.5.8 Service provider must demonstrate availability of radio room.
 - 4.5.9 Reporting / contacting to ECLB key holding person during emergency and on detection of a sign of intrusion.
 - 4.5.10 Alarm system services to be provided for a period of 60 months, all costs must be provided.
 - 4.5.11 Bidders must provide a detailed pricing schedule showing the total bid price for 60 months which must include all costs and VAT (no hidden costs/ unknown costs will be accepted).
 - 4.5.12 The quote should clearly indicate monthly price inclusive of value added tax.

5. PRICING SCHEDULE: FIRM PRICES

Alarms System and Monitoring

PROPOSED PLAN ATTACHED AS ANNEXURE AND TO INCLUDE ANY ONCE OFF COSTS IF APPLICABLE

ALARM MONITORING, MAINTENANCE, AND ARMED RESPONSE SERVICES FOR A PERIOD OF 60 MONTHS	TOTAL MONTHLY PRICE INCLUDING VAT	TOTAL VALUE PER YEAR
Year 1	R	R
Year 2	R	R
Year 3	R	R
Year 4	R	R
Year 5	R	R
TOTAL VALUE FOR A PERIOD OF 60 MONTHS		R

6. OTHER TERMS AND CONDITIONS

- 6.1 The ECLB reserves the right not to make any appointment from the submitted quotations.
- 6.2 The ECLB does not bind itself to accept the quotation with the cheapest cost.
- 6.3 The ECLB reserves the right to cancel this request for quotation and pursue an alternative course of action at any time without incurring any liability towards any bidder.
- 6.4 Prospective service providers are advised that submission of quotation give rise to no contractual obligations on the part of ECLB.
- 6.5 Service Providers must be registered with the National Treasury Central Supplier Database. Tax compliance PIN CODE from the SARS is required and should be provided by the service provider.
- 6.6 All quotations shall become the property of ECLB and shall not be returned.
- 6.7 No services shall be rendered, or goods delivered before an official ECLB Purchase Order form has been received.
- 6.8 Quotations may be submitted by email or hand delivered.
- 6.9 Quotations received after the specified time and date will not be considered and accepted.
- 6.10 Quotations submitted shall become the property of ECLB and shall not be returned.
- 6.11 The ECLB may request written clarification or further information regarding any aspect of the quotation submitted. Service providers must supply such requested information in writing within the stipulated timeframe after the request has been made, or their quotation may be disqualified.
- 6.12 Service providers shall not qualify their quotations with their own conditions. If a service provider does not specifically withdraw its own conditions of quotation when called upon to do so, the quotation response will be declared invalid.
- 6.13 N.B: Completion of the returnable forms below is mandatory and failure to do so will render the quotation invalid. This form must be completed in full on the original and must be signed.
- 6.14 SBD 4: Declaration of interest
- 6.15 SBD 6.1 Specific goals
- 6.16 Pricing: 80/20
- 6.17 Price must be in South African currency and must be inclusive of VAT. Prospective service providers are further requested to indicate their price in all

elements listed in their pricing schedule (no hidden costs/ unknown costs will be accepted). Price will be evaluated based on 80 points and applicable formula for calculating points.

6.2 Evaluation Criteria

The evaluation criteria will use 80/20 Principles, where the points are formed by Price and the Specific Goals, Price is 80 points, and the Specific goals is 20 points. NB: SBD 6.1 must be used in order to claim points. Additional information i.e., Medical Certificate, CSD information based on ownership of the enterprise and other related information of ownership submitted will be an added advantage. However, additional relevant information may be requested for further verification in the evaluation process.

Price and Preference point system (80/20)

Criteria	Point System
Price	80
Specific goals	20
Total	100

Table: Specific Goals

Specific goals categories are broken down as detailed below:

Specific Goal Category	Allocation of Points 20
Black Ownership: Enterprise Owned by Black Persons i.e., Africans, Coloured, Indians, and Others as defined by the Constitution of South Africa 51% or more Black owned enterprises 50% - 10% Black ownership - Less than 10% Black ownership	8 4 0
Women Ownership 51% or more Women Ownership 50%- 10% Women Ownership - Less than 10% Women Ownership	3 1.5 0
Youth ownership 51% or more Youth ownership 50%- 10% Youth ownership - Less than 10% Youth ownership	3 1.5 0
Disability 51% or more Disability ownership 50%- 10% Disability ownership - Less than 10 % Disability ownership	2 1 0
Locality Enterprise located in the Eastern Cape Province or Enterprise located in the area where goods are required	2
SMME/ EME	2

SMME constitutes turnover less than 50 million per annum. EME an enterprise that has an enterprise that has a turnover of no more than 10 million per Annum.	
Total	20

7. PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 DISCLAIMER

7.1 By providing a quote or bid and/or related documentation to the Eastern Cape Liquor Board, the bidder/quoter consents to the processing of its Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 and any other applicable data protection legislation, for the purposes of the procurement purpose, including but not limited to the evaluation, adjudication and appointment of a successful bidder/quoter. The submitted information may also be utilised for any audit and/or legislative reporting purposes.

7.2 Where applicable, the bidder/quoter warrants that it has obtained the necessary consent to process any personal information of its employees and/or any third parties whose personal information is provided for the bid /quotation. In addition, the bidder/quoter consents that Eastern Cape Liquor Board to

7.2.1.1 Verify any personal information with the National Treasury CSD website, including verification of references;

7.2.1.2 Verify any other regulatory/ industry or any accredited/certification bodies.

7.3 At any stage should the bidder/quoter wish to withdraw its consent as detailed hereabove, it must do so in writing and address such notification to the Senior Manager of Corporate Services. The personal information collected for the purpose of this bid/quotation will be retained for the time period after the finalisation of the procurement process in accordance with the Eastern Cape Liquor Board Records Retention Policy and POPIA Policy.

- Eastern Cape Liquor Board reserves the right not to make any appointment from the submitted quotations.
- ECLB does not bind itself to accept the quotation with the cheapest cost.
- Eastern Cape Liquor Board reserves the right to cancel this request for quotation and pursue an alternative course of action at any time without incurring any liability towards any bidder.
- Prospective service providers are advised that submission of quotation give rise to no contractual obligations on the part of ECLB.

Submission of quotations

Quotations should be emailed or hand delivered to:

Ms Vuyiswa Cekiso or Mr Vuyo Mfula

Email to: Vuyiswa.Cekiso@ecfb.co.za or Yivani.Manyati@ecfb.co.za

Shop 10 Beacon Bay Crossing

Beacon Bay

5247

Closing date: 28 October 2024