

RFQ Number	NO-97/2024
Issue Date	15 July 2024
Closing Date	22 July 2024, not later than 23:30pm
Submission Instruction on or before the closing date and time	Please forward your responses either via email or hand delivered on or before the closing date as follows: <u>Via Email</u> - mmokaila@seda.org.za OR <u>Hand delivered</u> Small Enterprise Development Agency (Seda) The Fields Office Block A 1066 Burnett Street Hatfield 0833 Contact Details Mr M Mokaila at Tel: (012) 441-1000 or (012) 441-1171

Terms of Reference

1. Purpose

To request an appointment of a Service Provider for the 2013 Siemens Security System maintenance at Seda National Office (Hatfield, Pretoria) for a period of twelve (12) months effective 1 November 2024 ending 1 October 2025

2. Background

In 2004 Seda bought security system from Siemens company, the system is called Si Pass security system. During that period Siemens company was responsible for service and maintenance of the system. In 2013 all Siemens offices were closed in South Africa, and the service providers with knowledge and capabilities of Si Pass security system were appointed for maintenance and support of the security system.

The current maintenance contracted was awarded to a Service provider and the contract is ending on the 31 October 2024.

3. Scope of Work

Maintenance/Inspection	Deliverables	Frequency
System Server Workstation Sistore DVR's (AX16)	- Check programming on Access level - Make system backup and hand to project Manager for safekeeping	Inspect and Maintain weekly
Dual Reader Interface (DRI)	- Check mounting brackets - Check wiring for loose connection - Check panel ventilation fans for correct operations - Check all panels physically for possible water threat/damage - Blow out any possible dust	Weekly
Access card reader	- Check if the unit is secure to the wall (tight) - Check for any breakage on glass parts	Inspect Bi weekly

Door Maglock and Z-brackets	• Check if the unit is tightly secured • Check if all screw are tight • Clean with damp cloth • Check Functionality, if the door locks and closes properly	Inspect Bi weekly
Break glass Unit	• Check if the unit is secure to the wall (tight) • Check for any breakages on glass parts.	Inspect Bi weekly
Rex-Buttons (Exit push buttons)	• Check if the unit is secure to the wall (tight) • Check for any breakages on glass parts.	Inspect Bi weekly
Aiphone intercomms	• Check on the system if all pictures are clear and in focus • Check if all cameras are operational • Clean dome's with a duster to clear possible dust • Check low reachable cameras if still secured correctly	Inspect Monthly
Turnstiles and Pedestrian gates	• Check functionality and operation	Weekly
Boom gates	• Check functionality and operation • Clean with a damp cloth if required	Weekly
TOA intercom system	• Check Panels for any defects • Check manual operator stations • Check functionality with assistance from project manager • Check that all speakers are tightly secured in offices.	Inspect Monthly
Cameras	• Focus on system if all pictures are	Inspect Bi weekly

	clear and in focus • Check is all cameras are operational • Clean dome's with a duster to clear possible dust • Check low reachable cameras is still secured correctly.	
Power supplies (Batteries)	• Check mounting brackets • Check wiring for loose connections • Check all panels physically for possible water threads /damage • Check panel ventilation fans for correct operation • Blow out any possible dust.	Inspect Bi weekly
Reporting	• Timeously every 7th day following the end of month • Electrically and hard copy.	Monthly

4. Project Deliverables and Time Frames

This service agreement is for a period of twelve (12) months.

5. Information required in the Proposal/Quotation

- Evidence of experience/Track Record, Company Profile, Company Registration Documents, etc, of Service Provider.
- Technical Capability of Service Provider.
- BBBEE Certificate or Sworn Affidavit.
- Completed and signed SBD Forms.
- Detailed proposal.
- Quotation must be submitted VAT Inclusive if the company is VAT registered.

6. Evaluation of Proposal/Quotation

6.1 Phase 1: Pre- qualification criteria

The following pre-qualification criteria will form the basis of the evaluation all price quotations and failure to comply will result in the elimination of the price quotation for further evaluation:

- Submission of completed and signed SBD 4; and
- Submission of completed and signed SBD 6.1 documents.

6.2. Phase 2: Functionality

The following criteria will be used for evaluating all price quotations that met the pre-qualification criteria on the basis of functionality where price quotations must score a minimum of **70 points** for functionality to qualify for further evaluation in terms of the 80/20 system.

	Functionality Criteria	Points Allocation
1.	Experience/Track Record	
1.1	• The Service Provider should have a minimum of Ten (10) years experience in the Maintenance of the Siemens 2013 Security System by providing company profile indicating years of experience, registration documents. - 10 years or more = 25 points - 5 years = 10 points - Less than 5 year = 5 points	25
1.2	• Provide list of 5 x references with contact details of clients of where the maintenance and support are being provided on the Siemens 2013 Security system. - 5 references = 25 points - 4 references = 15 points - 3 reference = 10 points - 1-2 references = 5 points	25
2.	Technical capability	
2.1	• Detailed CV of the technicians that will be assigned to operate the Siemens Security system. - Five years of experience on the Security System - Qualifications and Certificates to be attached	20
2.2	• Detail outline process from the time the calls are logged for queries/emergencies until resolves/closed	15
2.3	• Provide details of how maintenance will be done by providing a maintenance schedule as per specified intervals.	15
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		100

6.3 Phase 3: Preference Points System

Only qualifying price quotations that achieved the minimum points for functionality will be evaluated further on the 80/20 preference points system as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Specific Goals as per the SBD 6.1	20
Total Points		100

Specific Goals and points claimed are indicated per table below:

The specific goals allocated points in terms of this RFQ									Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Micro Enterprise									8	
Small Enterprise									6	
Medium Enterprise									3	
Large Enterprise									1	
BBBEE Level Ownership									6	
L1	L2	L3	L4	L5	L6	L7	L8	L0		
6	5.25	4.50	3.75	3	2.25	1.5	0.75	0		
Targeted Group: Youth									2	
Target Group: Non-Youth									1	
Spatial: Rural and Townships									4	
Spatial: City									1	

7. TERMS AND CONDITIONS

- a) Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- a. The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).
- b. Consultant's travel arrangements must be in line with government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometres according to the rates set by the Department of Transport] (if applicable).
- c. No late price quotations will be accepted under any circumstances.
- d. Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- e. Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE), CIPC, Copy of Utility Bill/Lease Agreement/Title Deed will result in no preference points being awarded for Specific Goals.
- f. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- g. This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed on the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

Seda wishes to thank you in advance for your price quotation.