

Nedbank Building, 63 Strand street, Private Bag PO Box 4390, Cape Town office, 8000

REQUEST FOR QUOTATION OF GOODS AND SERVICES

RFQ NO: DFFEQ 158 Installing CCTV cameras and an intruder alarm system at 1A Bree Street Kuruman (26/27)

IMPORTANT INFORMATION FOR CONSIDERATION BY SUPPLIERS

NOTE 1: RFQ INSTRUCTION

- a) Tenderers are required to use this Request for Quotation (RFQ) Form when quoting and include VAT per item (where applicable), and the quotation must be on your company's letterhead including correct banking details should also be included on the quotation.
- b) All quotations received after the closing date and time will **NOT** be accepted for consideration.
- c) For quotations with a Rand value up to R1 000 000, the preference point system of **80/20** will apply, where **80** points will be for (Price) and **20** points will be for **Specific Goals** (more than 50% ownership by either Black People, Women or People living with Disability) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 of 2000), If the application is made by a Joint Venture or Partnership, the accreditation credentials in the name of joined entities must be submitted. Members of the joint venture must submit a consolidated BBB-EE certificate in the name of joined entities in order to claim points for specific goals.
- d) DFFE reserves the right to request additional information to validate any information submitted by bidders, including preference points claimed.
- e) Unless specifically stated by DFFE in the specification, all received prices must be firm until the required goods or services are delivered to the specified location. **No price adjustment will be accepted, except those that are subject to the rate of exchange.**

NOTE 2: PREFERENTIAL POINT SYSTEM

For bidders to claim preference points, the following must be adhered to;

- a) Submit a complete and signed SBD 6.1, which is used for claiming specific goals.
- b) Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability.
- c) Submit a SANAS/ Companies and Intellectual Property Commission (CIPC) Accredited B-BBEE certificate or sworn affidavit indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination on the basis of race, gender, or
- d) Submit ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC)
- e) CSD Registration Report or MAAA. number.
- f) Failure on the part of a tenderer to submit proof or document required in terms of this tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed.

NOTE 3: TAX LEGISLATION

- a) Bidder must at all-time be compliant when submitting a proposal to DFFE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- b) Bidders who make taxable supplies more than R1 million in any 12-month conservative period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 has been exceeded in the past 12-month period.
- c) SARS Tax Status Pin requirements / or Central Supplier Database (CSD) number or report must be provided.

NOTE 4: DFFE'S RESERVATION

DFFE reserves the right to:

- a. Perform due diligence during the evaluation of quotations on information submitted by tenderers.
 - b. NOT to appoint any tenderer.
- **Tenderers must indicate delivery timelines and quotation expiry date (Unless otherwise stated, quotations will be deemed valid for a period of 90 days from the date the RFQ closes)**
 - **Tenderers are required to duly complete and sign the SBD 4, SBD 6.1 forms, respectively.**
 - DFFE reserves the right to negotiate prices with the preferred tenderers in line with the legislative requirements.
- In a case where there are pictures and or brand names on the specification, tenderers must note that those pictures are for illustration purposes, and similar or equivalent brand specifications will be accepted by the Department.**

SUPPLIER DETAILS (TO BE COMPLETED BY THE USER)

SUPPLIER NAME:			
TEL NO:		EMAIL ADDRESS:	
CENTRAL SUPPLIER DATABASE (CSD) NUMBER			
ATTENTION TO:			

*Any reference to the words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer"

DATE REQUESTED:								
SERVICE/GOODS DELIVERY ADDRESS		1A Bree Street Kuruman						
SUBMIT QUOTATION TO THE DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES								
ATTENTION TO:	Andiswa Charlie							
TEL NO:	021 493 7149	EMAIL ADDRESS:	RFQCT@dffe.gov.za					
CC EMAIL ADD:								
CLOSING DATE: 8/9/2026 (Quotations to be advertised for at least 7 days)		CLOSING	TIME	1	1	H	0	0
MANDATORY REQUIREMENTS (YES/NO)		Proof Attached (to be completed by DFFE)						
Professional registration:	Yes	PSIRA Certificate of Company						
Submit proof of OEM/manufacture authorisation (authorised reseller/installer letter) for the proposed access control solution	Yes	Letter of OEM						
Submit proof of relevant registration/certification for the installation (e.g., PSIRA registration where applicable) OR a signed declaration explaining why it is not applicable.	Yes	PSIRA Certificate of Installer						
Submit at least two (2) contactable references for similar CCTV and Alarm System installations completed within the last five (5) years (provide client, scope, year, and contact details).	Yes	Contact Details of Previous Clients						
Submit product datasheets and warranty terms for all major components (software for CCTV system), including confirmation of spares availability.	Yes	Product Datasheet						
Submit Proof of Public Liability Insurance	Yes	Proof of insurance						
Submit proof of ICASA Network Licensing registration of radio frequency	Yes	Proof of license						
The above mandatory requirements will apply, and bidders must submit the requested requirements indicated above with the RFQ documents at the closing date and time of the RFQ. Bidders who fail to comply with any of the mandatory requirements will be disqualified and will not be evaluated further.								



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NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED:	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)
1	1A Bree Street Kuruman		
	Installing CCTV cameras and an intruder alarm system, monitoring the system after hours, and responding to intruder alarms. It also includes maintaining the entire electronic security system at 1A Bree Street, which the first 12 months all equipment must be covered under warranty thereafter normal maintenance should be costed from month 13 to 36.		
	All doors that provide access to the building and storerooms are fitted with magnetic door contacts		7
	Outdoor Beams		4
	Inside Infrared Sensors		15
	32 Zone Alarm Control Panel		1
	Panic buttons are centrally located in the building		2
	Alarm Central Controller Box		1
	CCTV Cameras		12
	NVR		1
	32-inch Monitor for Camera view display		
1. Scope of Work: The service provider will be responsible for the supply, installation, configuration, integration and commissioning of CCTV Camera and Alarm System, including all required hardware, software, cabling, containment, power supplies and related infrastructure. The scope includes (but is not limited to): site verification and surveys; detailed design; installation and cabling; configuration of door zones; centralised			

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management setup; training for designated DFFE personnel; testing; handover documentation; and **comprehensive maintenance and support for thirty-six (36) months**.

2. Deliverables and Handover Requirements

- Approved implementation plan and site-specific design (door contacts, network/power requirements).
- Supply and installation of all equipment as per BoQ (including power supplies, network switches where required, cabling and consumables).
- Software installation, configuration and licensing (server and operator workstations as applicable).
- System commissioning and testing per building, with acceptance sign-off.
- Training (minimum: system administrator training and operator training) and provision of user guides.
- Handover pack: as-built drawings, configuration backups, warranties, serial numbers/asset list, and maintenance schedule.

3. Project Plan and Timelines

- Bidders must propose a high-level project plan indicating phases, milestones, and estimated duration per building.
- Work must be coordinated with building management and DFFE representatives to minimise disruption, and may require after-hours/weekend work (state any cost assumptions clearly).
- A site verification/survey is required prior to finalisation of the BoQ (to confirm door counts, mounting requirements, cable routes and power availability). Any assumptions must be clearly stated in the quotation.
- Commissioning and handover must be completed per building with sign-off before moving to the next phase, unless agreed otherwise.

4. Maintenance and Support (36 Months) – Minimum SLA

- **Maintenance should include the entire electronic security system at 1A Bree Street, which the first 12 months all equipment must be covered under warranty thereafter normal maintenance should be costed from month 13 to 36.**
- Provide helpdesk/contact process, operating hours, and escalation path.
- Minimum response times to be stated for critical faults affecting access to secure areas (e.g., within 4–8 business hours) and non-critical faults (e.g., within 1–2 business days).
- Preventative maintenance schedule (minimum quarterly) including inspection, testing, firmware/software updates (where applicable), and reporting.
- Parts replacement and warranty management: specify what is included/excluded, lead times for spares, and availability of loan equipment where applicable.
- Provide monthly/quarterly service reports including incidents, response times, and remedial actions.

5. Quotation Submission Requirements

- Quotation must be on the bidder's letterhead and include: item descriptions, delivery/implementation timelines, quotation validity period, banking details, contact details, and CSD (MAAA) number.
- Attach all mandatory documents listed in the mandatory requirements table.
- Attach the proposed high-level project plan and SLA for the 36-month support period.
- Provide separate BoQs per building and an aggregated pricing summary.

6. Evaluation and Compliance Notes

Quotations will be evaluated for administrative and mandatory compliance first. Only compliant quotations will be considered further in accordance with the applicable preference point system (80/20) and DFFE supply chain management requirements.

Note: All delivery costs and all applicable taxes, includes value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions, and skills development levies, must be included in the bid price for delivery at the prescribed destination.

NB: The service provider must submit a valid quotation as per the above guideline on his/ her letterhead reflecting the item descriptions, validity, banking details, contact details and CSD MAAA number.

NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment.

- **Failure to deliver goods within the agreed timelines might result in an order being cancelled and possible inclusion on the Database of Restricted suppliers by the National Treasury**