

REQUEST FOR PROPOSAL: CO 19/17 C REV 01

PROVISION FOR FACIAL AND PALM VERIFICATION DEVICES INCLUDING ANNUAL LICENCING AND SUPPORT

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****Please note that this is an incomplete document, the complete tender document must be requested as per the tender advert after proof of payment is received.***

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SECTION 1: NOTICE TO BIDDERS

1. TENDER REQUEST

Responses to this Request for Proposal [hereinafter referred to as RFP] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as the

Any additional information or clarification will be emailed to all Respondents, if necessary.

2. FORMAL BRIEFING

A formal briefing session will be held, as follows : PROVISION FOR FACIAL AND PALM VERIFICATION DEVICE INCLUDING ANNUAL LICENCING AND SUPPORT.
Majuba TVET College SAC: Projects : Mrs L Landsberg
Leizle.Landsberg@majuba.edu.za
Date of Formal Briefing Session : 8 July 2021 at 10:00(Strict)
Venue : Majuba TVET College
Central Office,
Main Boardroom
83 Allen Street
Newcastle
2940

Note!

The formal briefing session is compulsory. Tenders will not be accepted from Service Providers who have not attended this briefing. Service Providers that arrive 5 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or sign the attendance register.

All partners or the leading partner of a Joint Venture must attend the compulsory formal briefing session.

Representatives attending the formal briefing session must present a letter confirming their attendance on their behalf. Failure to present this letter will exclude the representative from attending the briefing session. Service Providers will be disqualified from the tender process if your Company ownership from your tender document differs from that stated on the formal briefing session attendance register.

These representative must have a background on biometrics and IT systems. The College will not entertain queries from Service Providers on already discussed matters from the briefing session.

3. TENDER SUBMISSION

Deposit the tender into the Tender Box, before the closing hour, on the date shown below. It must be

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enclosed in a sealed envelope, having the following inscribed on the outside:

RFT No : IT 19/17 C Rev 01
Description: : PROVISION FOR FACIAL AND PALM VERIFICATION DEVICE INCLUDING ANNUAL LICENCING AND SUPPORT
Closing date and Time: : 19 July 2021 at 12:00 pm (Noon)
Address: : 83 Allen Street, Newcastle

All envelopes must reflect the return address of the Respondent on the reverse side.

4. DELIVERY BY HAND

If delivered by hand, the envelope is to be deposited in the Majuba TVET College Tender box which is located at the Central Office, 83 Allen Street, Newcastle.

5. DESPATCH BY COURIER

If despatched by courier, the envelope must be addressed as above, and delivered to the Central Office. The tender box is situated at the Security Office by the main gate.

Note!

The Courier Company must ensure that the Tender document is first recorded in the Tender Document Register before posting into the tender box.

NOTE:

- If the response is not delivered as stipulated herein, such response will not be considered, and will be disqualified
- Email or facsimile responses, will not be considered.
- Responses to this RFT will be opened after the designated closure time, on the final day for the receipt of responses.
- The envelopes must only contain documents relating to this RFT.
- No alterations, additions or deletions must be made to the actual RFT documents.

6. BROAD-BASED BLACK ECONOMIC EMPOWERMENT

All procurement transactions will be evaluated according Broad-Based Black Economic Empowerment (B-BBEE). The B-BBEE Scorecard and Rating will be evaluated as prescribed in terms of the *Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000* and its Regulations.

7. COMMUNICATION

Respondents are warned that a Service Provider will be liable for disqualification, should any attempt be made by a Respondent, either directly or indirectly, to canvass any officer or employee of Majuba TVET College in respect of this RFT, during the entire procurement process.

No queries will be entertained after 12:00 pm on 15 July, 2021.

No telephonic or other form of communication may be entered into, with Majuba TVET College Staff and/or Council Members, except for the SAC: *Projects* (i.e. Mrs L. Landsberg) whose details are listed above.

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All queries must be raised in writing. Failure to observe the afore-mentioned requirements will lead to automatic disqualification from the procurement process.

8. COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable laws and regulations.

9. CONDITIONS OF TENDER

9.1 The College reserves the right to only allow entities that meet the minimum requirements of the Specifications and Evaluation Committee, to progress to the next round of the evaluation process. Some of the minimum criteria are based on actual performances with previous clients, in order to determine capacity to deliver a successful service to the College.

9.2 The College reserves the right to:

- cancel the tender process,
- not award the tender,
- part-award the tender,
- split the award of the tender, or
- award the tender in its entirety.

9.3 Majuba TVET College reserves the right to not accept any tender with the lowest price.

9.4 Majuba TVET College will keep the contents of this tender strictly confidential.

9.5 Majuba TVET College does not take any responsibility for any procedural and substantive information obtained from a source other than the above-mentioned official. For more information about Majuba TVET College, and directions to Majuba TVET College Offices, please access the College website: www.majuba.edu.za

9.6 Subcontracting and Joint Ventures are permitted for this project, for the purpose of including newly qualified legal professionals from previously disadvantaged groups.

10. INSTRUCTIONS ON SUBMISSION OF TENDER DOCUMENTS:

The Service Provider must comply with the following:

10.1 Attach a valid Tax Status Report.

10.2 Attach a valid Broad-Based Black Economic Empowerment (B-BBEE) Verification Certificate or a copy thereof.

10.3 Tender on Specifications as stipulated in this tender document.

10.4 All items specified must be tender on, in order to qualify.

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- 10.5 Your tender price to be indicated in the Pricing Schedule. The Total Rand value of the Tender amount will be taken at face value. The Service Provider will be held liable for the supply of goods and services at the stipulated Tender amount.
- 10.6 Make use of this document when submitting your tender in order to qualify. Attachments are to be submitted with this completed Tender document.
- 10.7 A stakeholder, with the relevant authority, must endorse any rectified error/s. The endorsement must be made next to the identified error. Correctional fluid/tape (e.g. Tippex) may not be used.
- 10.8 Late tenders will not be accepted.
- 10.9 All documentation requested in this RFT document, must be supplied. Failure to do so, will result in your tender being disqualified from the tender process.
- 10.10 A Service Level Agreement will be entered into, with the successful respondent, and compliance thereto will be monitored. Payment of invoices will be informed by compliance with the SLA (i.e. milestones and project deliverables).
- 10.11 Payment will be made after final statements / invoices are presented and adopted, and after specifications have been met and delivered. The College will not make any upfront deposits or payments.
- 10.12 Service Providers will be held responsible for unsatisfactory performance. Penalties can be applied, dependent on the nature and severity of non-compliance, and impact on College operations

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SECTION 2: SCOPE OF WORK

1. MINIMUM REQUIREMENTS

- a) The service provider must be an officially registered business entity in South Africa.
- b) The service provider must commit to:
 - i. Not bring the College into any form of disrepute through their conduct.
 - ii. Not divulge any information to the public or media, which may harm the image of the College.
 - iii. Adherence to all internal policies and procedures of the College.

2. PERIOD OF AGREEMENT

This agreement for the annual licencing and support services will run for 60 months from date of appointment, or until termination on 3 months' notice given by either party. Yearly reviews will be conducted with the Service Provider to evaluate service delivery.

3. DESCRIPTION OF SERVICES

This Tender request covers the provision for facial and palm verification devices – once off procurement and a 60 month annual licencing and support services, which should be in line with all relevant legislation, for Majuba TVET College.

4. GENERAL SERVICE

The successful Tenderer will:

- Will offer this service during working hours from 07:30 to 15:30 Monday to Thursday and on Fridays from 07:30 to 13:00.
- Be professional, courteous and sensitive to the Colleges' needs at all times.
- Comply fully with all relevant legislation.

5. RELEVANT INFORMATION PERTAINING TO THIS TENDER REQUEST

College Sites

Site	GPS coordinates	Physical address
Central Office	27,765261 S - 29,944814 E	83 Allen Street, Newcastle, 2940.
NTC Campus	27,727411 S - 29,958008 E	Cnr of Allen St & HJ van Eck Rd, Newcastle, 2940.
Newtech Campus	27,730917 S - 29,955261 E	FW Beyer's Road, Newcastle, 2940.
ITB Campus	27,758261 S - 30,032711 E	Tommy Boydell Street, Newcastle, 2940.
CPD Campus including the OLU and OPU Units	27,758261 S - 30,032711 E	Dr Nelson Mandela Road, Section 2, Madadeni, 2951.
MTC Campus	27,760994 S - 30,041442 E	Nkosi Albert Luthuli Road, Section 5, Madadeni, 2951.
DTC Campus	28,161417 S - 30,213942 E	Karel Landman Road, Dundee, 3000.

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College contact person

Contact Person	Contact numbers
Mr. Bongane Ndlozi	034 318 2021 / 072 821 2211

6. SCOPE OF WORKS

The College wants to install facial and palm verification devices at all of its above mentioned sites. The devices must include both the hardware and software to support the time and attendance and leave control functions etc. using cloud-based facilities provided by the college.

The College wants its systems, applications and data be housed in one location in order to minimize access methods, reduce support and infrastructure costs, and providing high availability towards all the applications.

The Cloud hosting must provide the College with Software as a Service (SaaS) and relevant support when required for that environment to be able to host all its systems and applications centrally.

Compatibility:

The system must be compatible with the following systems. A certificate of compatibility must be submitted during site briefing session

Systems to be compatible with:

- VIP
- Sage evolution
- PERSAL

The entire system will be deployed to the College data Centre. The platform will be paid for by the college.

The Supplier will be responsible for setting up the system into the designated platform.

Backup, Replications and DR will be catered for on the college data centre.

The supplier must submit monthly reports to the IT department with regards to system performance, Administrator activities, and other essential elements as part of the reports.

The supplier must be willing to engage in monthly meetings which will rotate between the College offices and the supplier's offices and keep meeting records.

The supplier must be willing to participate in quarterly reviews of the system.

The College will conduct annual reviews of the Contract/Service Level Agreement (SLA), which will determine the renewal or the non-renewal of the Contract/ SLA.

The system should have the capacity to generate the following reports:

- **All standard time and attendance reports including but not limited to the following reports:**

Absenteeism
Attendance
Early/Late departures
Leave records
Overtime
Missing clocking
Shift allocation
Lunch/breaks duration
Manual Adjustments
Timesheets
Employees list

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Short time clocking

The system should also have the capability to send SMS notification of non-clocking and late coming parameters.

The college should have the administrative function to add and remove employees from the system as long as it is within the range specified.

Existing Biometrics

The majority of the new devices will be positioned where the current biometrics are situated. Each site will indicate where the additional devices must be situated. The old devices remain the property of the College and must be handed over to the Assets person at the respective sites.

The College is in the process to implement a Student and Staff Access Control System at all its sites, this means when each site has been completed the successful tenderer will be tasked to move the devices to the new locations.

Firmware upgrades for the duration of the contract

It will be expected that the successful tenderer will maintain all necessary upgrades in all the devices with the latest software version.

The college must be notified in writing with all the upcoming firmware upgrades.

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Section 3: PRICING SCHEDULE

1. SPECIAL CONDITIONS OF CONTRACT

- 1 The tender is for the provision for facial and palm verification devices – once off procurement and a 60-month annual licencing and support services thereafter.
- 2 The equipment to be installed will be on an outright purchase, where the ownership will be of the college.
- 3 This agreement will run for 60 months from date of appointment, or until termination on 3 months' notice given by either party. Quarterly reviews will be conducted with the Service Provider to evaluate service delivery.
- 4 Service Providers must be a registered entity and your company based in South Africa.
- 5 The service provider will be expected to submit monthly reports, with regards to the system's administration. (Uptime and Downtime).
- 6 The service provider will be expected to have monthly meetings with the IT department to ensure the deliverables of services.
- 7 Submit your fixed tendered price for years 2021, 2022, 2023, 2024 and 2025
- 8 The service Provider must attach the necessary certification that their software for the biometrics can be integrated within the College's system.
- 9 Only service providers who meet all requirements required by College are eligible to tender.
- 10 Prices should include VAT.
- 11 In order to qualify for this Tender Request, you must attend the compulsory site meeting scheduled for the 10 March 2021 at 10:45

Note!

Pricing schedule for the supply, delivery, installation and commissioning of facial and palm verification devices including all associated software to ensure the College has a fully operational and functionally operating system.

Although the ERC Biometric systems has been specified in this tender request, Service Providers are most welcome to make use of other makes/brands as long as it meets the minimum requirements specified. The below mention specification merely serves as standard from which the College can make an informed decision.

2. PRICING SCHEDULE [This is a five year (60 month) contract. Please provide fix pricing for years 2021, 2022, 2023, 2024 and 2025]

Use the same quantities as specified in the pricing schedule to calculate your pricing.

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a) The supply, delivery, training and implementation (installation and commissioning) costs.

Although the ERO Bio Facial and Palm devices have been specified, service providers are welcome to tender on other makes/brands. They must meet or better the specifications listed below. You must attach a specification sheet/ brochure of your product if tendering on an equivalent. Failure to attach the relevant information could result in you not progressing to the second level of the evaluation process.

****Please note that this is an incomplete document, the complete tender document must be requested as per the tender advert after proof of payment is received.***

Service level Agreement – Only applicable to the successful tenderer

Five (5) days after the Official Purchase order is issued, the Successful Tenderer must submit a SLA to Majuba TVET College.

Requirement of the SLA

It must include a commencement and end date for the said period and the notice period for cancellation of the contract. The College's Legal Service Department will first vet your SLA.

Timeframe for the signing of the SLA: The SLA must be signed within fifteen (15) days after the official purchase order was issued, failure to adhere to the above mentioned timeframe will delay your first invoice payment.

Your service level agreement must reflect the 5-year (60 month) period.

Are you prepared to hold this price for 90 days from the closing date of the submission?

Yes	No
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If no, furnish reasons:

Name and Surname:

Signature: Date:

Capacity under which this tender is signed:

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SECTION 4: EVALUATION REQUIREMENTS

1. GENERAL CONDITIONS OF TENDER

The following pre-qualification criteria will form the basis for evaluating all bids and failure to comply with these criteria will result in the immediate disqualification of the proposal.

2. EVALUATION CRITERIA

2.1 Service Provider Details

Registered Name of the Company:		
Trading Name of the Company:		
Company/Close Corporation Registration Number:	VAT Registration Number:	Income Tax Reference Number:
Telephone Number:		Fax Number:
Web Address:		E-mail Address:
Name of Contact Person:		Contact Numbers Cell:
Business Physical Address:		Postal Address:
Web Address:		E-mail Address:
TYPE OF FIRM (Please the relevant box or boxes)		
☐ Public Company (Ltd)		
☐ Private Company (Pty) Ltd		
☐ Closed Corporation (CC)		
☐ Sole Proprietor		

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☐ Partnership
☐ Trust
☐ Section 21 Company
☐ Government/ Parastatal
☐ Joint Venture
☐ Consortium
☐ Other, (Specify)

Note:

All required documentation for the above “Type of Firm” must be provided to support this Tender application.

2.2 Submit a detailed company profile – **Appendix 1**

2.3) Submit copies of your CIPC (CIPRO/CK) documentation confirming ownership – **Appendix 2**

2.4) Submit ID copies of all owners – **Appendix 3**

2.5) Submit an original and Valid Tax certificate or Valid Tax Status Report – **Appendix 4**

2.6) Submit a valid Broad-Based Economic Empowerment Certificate (B-BBEE) – **Appendix 5**

2.7) Submit a current Central Supplier Database Report – **Appendix 6**

2.8) Submit copies of your latest audited financials – **Appendix 7**

2.9) Submit proof of your bank account – **Appendix 8**

2.10) Submit proof that your software can be integrated within Majuba TVET Colleges ICT platforms – **Appendix 9**

2.11) Submit copies that your Company has 5 years of experience handling customers and migration tasks of similar nature – **Appendix 10**

2.12) Submit CVs, qualifications and certification of key Staff with regards the below mentioned – **Appendix 11**

- Do you have 5 years of experience handling customers and migration tasks of similar nature?
- Are you a qualified Network Engineer - Certified network engineer with 5 years’ experience?

2.13) The service provider must provide a **minimum of 3 references** of performing a similar service – **Appendix 12**

The reference letters should be on an official letterhead from your Client with the following:

- Name of your business mentioned on the letterhead with reference to the type of security service as per this request.
- Type of service rendered
- Period of contract
- Value of contract
- Officially signed and dated with contact details (Name, telephone, email address)
- Recommendation
- The referee must not have any vested interest in the supplier

2.14) Submit proof your system includes online preapproval of overtime – **Appendix 13**

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2.15) Submit proof your system has the capability to send SMS notification of non-clocking and late coming parameters – **Appendix 14**

3. SUBCONTRACTING

Subcontracting is not condoned by the College; however, if a supplier opts to subcontract the supplier will still be held accountable for all terms and conditions of the award. Tenderers will be evaluated in their individual capacity and not in the capacity of the sub contracted party. Please note not more than 25% of the tender value can be sub-contracted. If your company does decide to embark on a sub-contracting agreement; the sub-contractor will need to be of the same BBBEE Rating as your company or better, if not you will be disqualified.

3.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

3.2 If yes. Indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The Name of the subcontractor.....

iii) The B-BBEE status of level of the subcontractor.....

iv) Submit your Sub Contractor's Valid B-BBEE Certificate – **Appendix 15**

4. JOINT VENTURES

The College does allow for Joint Ventures. All commercial documents listed in this tender document must be submitted by all parties of the joint venture. All the parties B-BBEE Verifications have to be issued under the same Codes. A BBBEE certificate will have to be submitted in the name of the joint venture ie: a new BBBEE certificate will have to be collated, verified and issued in the capacity and name of the joint venture. At least one of the members in the joint venture will have to meet all the pre evaluation tender minimum requirements. There must be proof of previous projects that have been successfully executed by the joint venture in order to qualify in this tender process (minimum of one). A signed joint venture agreement needs to be submitted with your tender document clearly stating roles responsibilities; payment terms and general terms and conditions. The agreement must have a shareholding declaration. The tender document would have had to be purchased in the name of the joint venture together with the joint venture being represented at the briefing session. If you are unable to meet these requirements as a joint venture your tender will be disqualified from the tender process.

i) Will you be entering into a Joint Venture?

(Tick applicable box)

YES		NO	
-----	--	----	--

ii) If yes, please submit the following;

- Submit all relevant documentation of the Joint Venture partner from **Appendix 1 to Appendix 8**
- Please note that the B-BBEE Certificate must be in the registered Joint Venture company name – **Appendix 16**.
- Please submit a signed agreement as proof of a Joint Venture – **Appendix 17**.
 - The Joint Venture Agreement must clearly set out the roles and responsibilities of the Lead Partner and the other partner in the Joint Venture.
 - The agreement must also clearly identify the lead partner, with the power of attorney to bind this Joint Venture Agreement.

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12. DECLARATION

I, the undersigned (Name)

Certify that the information furnished above is correct and complete.

I accept that the College may reject the Tender Application or act against me should this declaration prove to be false.

.....

Signature

.....

Date

.....

Position

.....

Name of Tender

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SECTION 5: TERMS AND CONDITIONS

1. Payment for the PROVISION FOR FACIAL AND PALM VERIFICATION DEVICES INCLUDING ANNUAL LICENCING AND SUPPORT

- a) Payments will be within 30 days of a receipt of invoice.

2. FORCE MAJEURE (ACTS OF GOD)

- a) Notwithstanding the above provisions, the Service provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that the delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- b) If a force majeure situation arises, the Service provider shall promptly notify the College in writing of such condition and the cause thereof. Unless otherwise directed by the College in writing, the Service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

3. TERMINATION FOR INSOLVENCY

The College may at any time terminate the contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the College.

4. SETTLEMENT OF DISPUTES

If any dispute or difference of any kind whatsoever arises between the College and the Service Provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. The Principal will have the final word in the resolution of disputes.

5. GOVERNING LANGUAGE

The contract shall be written in English. All correspondence and other documents pertaining to the contract that are exchanged by the parties shall also be written in English.

6. TRANSFER OF CONTRACTS

The Service Provider shall not have abandoned, transfers, cedes, assign or sublet this contract or part thereof.

7. AMENDMENTS OF CONTRACT

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement be amended or varied shall be in writing.

8. NOTES TO TENDERERS

This section outlines basic requirements that must be met. Failure to accept these conditions or part thereof will result in your tender being excluded from the evaluation process.

Bid documents should be presented to the Majuba TVET College marked "Provision for Facial and Palm Verification Devices including Annual Licencing and Support".

The College will not be liable to reimburse any costs incurred by the bidder during the tender process.

Evaluation of tenders will be carried out by a Bid Evaluation Committee. The evaluators will, if necessary, contact bidders to seek clarification of any aspect of the tender.

Bidders should identify any work they are currently carrying out or competing which could cause a conflict of interest and indicate how such conflict could be avoided.

9. APPOINTMENT, COMMENCEMENT AND DURATION

The Service Provider will be appointed for a period of 5 (Five) years effective from the date of signing the service level agreement.

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10. PACKAGE APPROACH

Majuba TVET College will prefer to conclude an agreement with a Service Provider who is able to provide a complete service.

11. TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is an absolute requirement that the taxes of the successful bidder MUST be in order. Tax compliance with your CSD will also be verified.

12. QUALITY ASSURANCE REVIEWS OF THE WORK

The successful bidder shall ensure that all work conforms to the signed agreement.

13. AUTHORISED DELEGATE (S)

Nothing as stipulated in these terms of reference may be amended without the written confirmation of Majuba TVET College.

14. DISCLAIMERS

Respondents are hereby advised that Majuba TVET College is not committed to any course of action as a result of its issuance of this RFT and/or its receipt of Proposals. In particular, please note that Majuba TVET College reserves the right to:

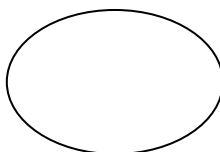
- a) Modify the RFT's Services and request Respondents to re-bid on any such changes.
- b) Reject any Proposal which does not conform to instructions and specifications which are detailed herein.
- c) Disqualify Tenders submitted after the stated submission deadline [Closing Date].
- d) Not necessarily accept the lowest priced Proposal or an alternative bid.
- e) Reject all Tenders, if it so decides.
- f) Withdraw the RFT on good cause shown.
- g) Award a contract in connection with this Proposal at any time after the RFT's closing date.
- h) Award a contract for only a portion of the proposed Services which are reflected in the scope of this RFT.
- i) Split the award of the contract between more than one Service Provider.
- j) Make no award of a contract.

Note!

The Supply Chain Management Policies of the College dictates that no monies may be advanced to Service Providers. The College endeavours to pay Service Providers within 30 days of services rendered together with their Tax Invoice and signed Delivery Notes from the Campuses.

I the undersigned, declare that no changes or alterations have been made to this Tender /Quotation document received from Majuba TVET College. Should your Tender Application not be completed in full it will be rejected?

Signature



Company Stamp

Date

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SECTION 6: DECLARATION OF INTEREST

I, the undersigned [insert full name of signatory], in my capacity as [insert capacity, i.e., member, director, partner, etc.] of the supplier [insert registered full legal name of the supplying entity AND their company registration number], certify under oath that, to the best of my knowledge, the information furnished herein is true and correct.

I accept that Majuba TVET College reserves its right to act against the supplier named above or me personally in terms hereof, should this declaration prove to be false. Majuba TVET College employees and directors that engage in private work for or on behalf of the Supplier are not permitted to financially benefit from the procurement associated with this enquiry/tender/negotiation [delete whichever option is not applicable] In order to manage situations where conflicts of interests may exist, involving Majuba TVET College employees and/or directors engaging in private work with the Supplier (named above) associated with this enquiry/tender/negotiation [delete whichever option is not applicable], you are hereby required to declare their positions to Majuba TVET College and take an oath declaring their interests.

1. FOR THE PURPOSES OF THIS DECLARATION

- Private Work includes private interests, and means any employment or commercial activity, or any other interests embarked on by an employee outside the scope of his/her Majuba TVET College employment.
- A commercial activity means any activity an employee engages in outside Majuba TVET College for the purpose of generating income, whether or not the activity actually produces income and/or is profitable.
- Close Family means persons related to the employee or director by birth, marriage, domestic partnership, adoption, guardianship or the like, who may influence, or be seen to influence the objectivity of the employee or director OR related persons who may be influenced by the employee or director in their dealings with Majuba TVET College.
- Associate means any person (i.e. a friend, rival, business partner, neighbour or the like) who has a relationship with an employee or director who may influence, or be seen to influence the objectivity of the employee or director OR who may be influenced by the employee or director in their dealings with Majuba TVET College.
- Participation in the Procurement Process means conceptualisation, proposal, specification, feasibility studies, sourcing, evaluation, benchmarking, negotiation, approval and awarding or withdrawal of offers/tenders in relation to orders/contracts for performing any work, providing any services, or supplying any material, article or equipment or performing any other act.
- Business Courtesy means a gift or favour received from a person or a firm for which fair market value is not paid, and includes non-monetary gifts, meals, drinks, entertainment, hospitality, recreation, transportation, attendance prizes, discounts, tickets, passes, promotional items, materials, equipment and the like.

2. QUESTIONNAIRE

In order to give effect to the above, the following questionnaire must be completed and submitted as a returnable with your enquiry/tender/attendance at a negotiation. * Delete whichever is not applicable.

- Are you or any other person who holds an interest in the Supplier named above (i.e. a shareholder, or a member or partner, a line manager, or a fellow employee), employed by Majuba TVET College or serves as a director at Majuba TVET College? *YES/NO If so, state particulars

Yes		No	
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If yes, state particulars

.....

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- b) Are you, or any other person who holds an interest in the Supplier named above, a close family member to or an associate of a Majuba TVET College employee and/or director, who may be participating in the procurement process associated with this enquiry/tender/negotiation?

Yes		No	
-----	--	----	--

If yes, state particulars

.....

.....

- c) Are you aware of any relationship which amounts to that of close family (i.e. related by birth, marriage, domestic partnership, adoption, guardianship or the like) or that of an associate (i.e. a friend, rival, business partner, neighbour, etc.) between person/s acting for or on behalf of the Supplier and an Majuba TVET College employee and/or director, who may be participating in the procurement process associated with this enquiry/tender/negotiation?

Yes		No	
-----	--	----	--

If yes, state particulars

.....

.....

- d) Have you, or any other person who holds an interest in the Supplier named above, given a business courtesy to or received a business courtesy from a Majuba TVET College employee and/or director over the last 12 (twelve) months?

Yes		No	
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If yes, state particulars

.....

.....

- e) Directors/Members/Partner Details

Full Name and Surname of Directors / Members / Partners	Identity Number

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SECTION 7: SUPPLIER DECLARATION

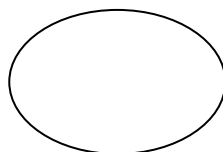
I, the undersigned (Name) have the delegated authority to
act on behalf of, (Company name) in all aspects pertaining to this tender.

Furthermore, I declare the following:

1. No changes or alterations have been made to this Tender /Quotation document received from Majuba TVET College.
2. I accept and understand that non-submission of the requested documents and non- compliance to the conditions stipulated in this tender will result in disqualification of my tender from the process.
3. I declare that this tender is in no way associated with any Majuba TVET College employees and directors
4. The information furnished in this tender document is correct and complete.
5. I accept that the College may reject the Tender Application or act against me should this declaration prove to be false.
6. The college reserves the right to split the award; part award the tender or non-award this tender at its' discretion

Signature

Date



Company Stamp

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SECTION 9: PLACEMENT OF ALL REQUESTED EVALUATION DOCUMENTATION

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Write the correct Appendix number on the front page of all the requested documentation and attach behind this page.

Appendix	Documentation	Included in the required format. Initial each block
1	Submit a detailed company profile	
2	Submit copies of your CIPC (CIPRO/CK) documentation confirming ownership	
3	Submit ID copies of all owners	
4	Submit an original and Valid Tax certificate or Valid Tax Status Report	
5	Submit a valid Broad-Based Economic Empowerment Certificate (B-BBEE)	
6	Submit a current Central Supplier Database Report	
7	Submit copies of your latest audited financials	
8	Submit proof of your bank account	

Please verify if the contents of these Appendix's has been verified and attached. Section 9: Page 1 of 3

Name: Signature:

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Request for Proposal: CO 19/17 C Rev 02 – PROVISION FOR FACIAL AND PALM VERIFICATION DEVICE INCLUDING ANNUAL LICENCING AND SUPPORT

Write the correct Appendix number on the front page of all the requested documentation and attach behind this page.

Appendix	Documentation	Included in the required format. Initial each block
9	Submit proof that your software can be integrated within Majuba TVET Colleges ICT platforms	
10	Submit proof that your Company has 5 years of experience handling customers and migration tasks of similar nature	
11	Submit CVs, qualifications and certification of key Staff with regards the below mentioned - Do you have 5 years of experience handling customers and migration tasks of similar nature? - Are you a qualified Network Engineer - Certified network engineer with 5 years' experience?	
12	The service provider must provide a minimum of 3 references of performing a similar service The reference letters should be on an official letterhead from your Client with the following: - Name of your business mentioned on the letterhead with reference to the type of security service as per this request. - Type of service rendered - Period of contract - Value of contract - Officially signed and dated with contact details (Name, telephone, email address) - Recommendation - The referee must not have any vested interest in the supplier	
13	Submit proof your system includes online preapproval of overtime	
14	Submit proof your system has the capability to send SMS notification of non-clocking and late coming parameters	

Please verify if the contents of these Appendix's has been verified and attached. Section 9: Page 2 of 3

Name: **Signature:**

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Write the correct Appendix number on the front page of the requested documentation and attach behind this page. This page is only applicable if you are subcontracting or entering into a Joint Venture Agreement.

Appendix	Documentation	Included in the required format (Please tick)
	If you are going to sub contract	
15	Submit your Sub Contractor's Valid B-BBEE Certificate	
	If you are entering into a Joint Venture please submit the following documentation for your Joint Venture partner	
1 - 8	Submit all relevant documentation of the Joint Venture partner	
16	Please note that the B-BBEE Certificate must be in the registered Joint Venture company name	
17	Please submit a signed agreement as proof of a Joint Venture I. The Joint Venture Agreement must clearly set out the roles and responsibilities of the Lead Partner and the other partner in the Joint Venture. II. The agreement must also clearly identify the lead partner, with the power of attorney to bind this Joint Venture Agreement.	

Please verify if the contents of these Appendix's has been verified and attached. Section 9: Page 3 of 3

Name: Signature:

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