

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	DHA01-2025	CLOSING DATE:	07 FEBRUARY 2025	CLOSING TIME:	11H00
DESCRIPTION	THE APPOINTMENT OF SERVICE PROVIDER(S) FOR THE SUPPLY, INSTALLATION OF PHYSICAL SECURITY CONTROLS (TURNSTILES AND ELECTRONICS ACCESS SYSTEM) AT THE STAFF ACCESS POINT THE BRITS RECORDS STORAGE FACILITY, CHURCH SQUARE POST OFFICE AND SILVERTON POST OFFICE DEPOT.				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE SILVER TENDER BOX SITUATED AT THE MAIN ENTRANCE OF THE BUILDING (STREET ADDRESS)					
Department of Home Affairs					
230 Johannes Ramokhoase Street					
Cnr. Thabo Sehume and Johannes Ramokhoase Streets					
Hallmark Building, Pretoria.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Lettie Makhudu Lincoln Mathebula		CONTACT PERSON	Karel Mashele	
TELEPHONE NUMBER	(012) 406 2750 (012) 406 2783		TELEPHONE NUMBER	(012) 406 2828	
E-MAIL ADDRESS	lettie.makhudu@dha.gov.za lincoln.mathebula@dha.gov.za		E-MAIL ADDRESS	Karel.Mashele@dha.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS					

SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

INSTRUCTIONS TO BIDDERS

1. THE TENDER DOCUMENTS

Rules for Bidding

- 1.1. The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.
- 1.3. The Department also reserves the right to appoint any other person to undertake any part of the tasks.
- 1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture or a consortium arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6. All South African firms submitting bids as part of a consortium or joint venture must submit valid original tax clearance certificates.
- 1.7. All bidders submitting bids as part of joint venture, consortium, **must** submit the following:
 - i. A joint venture agreement or a consortium agreement signed by all companies forming a joint venture or a consortium.
 - ii. A valid tax clearance certificate and/ or pin issued by South African Revenue Services (SARS) for all companies that form part of a joint venture or a consortium.
 - iii. A consolidated Central Supplier Database(CSD) Report.
 - iv. A consolidated SANAS B-BBEE certificate or a consolidated B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).
- 1.8. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 1.9. The service provider and its affiliates are disqualified from providing goods, works, and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.10. Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.
- 1.11. The Department reserves the right to return late bid submissions unopened.

- 1.12. Firms may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons, or bid award decisions in any manner, may result in rejection of the bid concerned.
- 1.13. Should the contract between the Department and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

Conditions of the Tender

- 1.14. The General Conditions of contract will apply.
- 1.15. The Department will become the owner of all information, documents, programmes, advice, and reports collected and compiled by the service provider in the execution of this tender.
- 1.16. The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Department and may not be reproduced or distributed, or made available in any other way without the written consent of the Department.
- 1.17. All information, documents, programmes, and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Department.
- 1.18. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.19. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

Cost of Bidding

- 1.20. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Content of Tender Documents

- 1.21. The services required, tender procedures and contract terms are prescribed in the tender documents, which include:
 - i. Instruction to Bidders;
 - ii. Technical Bid;
 - iii. Terms of Reference;
 - iv. Evaluation Criterion;
 - v. Financial Bid;

- 1.22. The Bidder is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in the rejection of the bid.

Clarification of Tender Documents

- 1.23. The Department will respond in email to any request for clarification of the tender documents which it receives no later than 1 week prior to the deadline for submission of bids prescribed by the Department.

1.24. Briefing session.

Bidders are invited to compulsory briefing session that will be held as follows:

Date and time: Friday, 24 January 2025 at 10h00 to 11h00.

Venue: Silverton Post Office Depot.

221 Moreleta Street, Koedoespoort 456-JR, Silverton, Pretoria, 0186

Amendment of Tender Documents

- 1.25. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.
- 1.26. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.
- 1.27. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department, at their discretion, may extend the deadline for the submission of bids.

2. PREPARATION OF BIDS

Language of Bid

- 2.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Department shall be written in English.

Documents Constituting the Bid

- 2.2. The bid prepared by the Bidder shall comprise the following components:

a) Technical Bid, including:

- i. Invitation to Bid (SBD 1)
- ii. Tax Clearance Certificate
- iii. Bidder's Disclosure (SBD4)
- iv. Preferential Points Claim Forms (SBD 6.1)

- v. General Conditions of contract
 - vi. CSD report
 - vii. **Letter of Authority**
 - The title, name, surname, and position of an authorised person to sign the bidding documents and communicate with the department on behalf of the bidding company.
 - The contact details of the authorised person including the telephone number or work cell number and the email address.
 - viii. Completed Technical Specification Document
- b) Financial Bid, comprising:**
- i. Price Schedule & Professional services (SBD 3)
 - ii. Preferential points specific goals

Bid Prices

- 2.3 Prices indicated on the Price Schedule shall be the total price of services including, where applicable:
- All duties and other taxes;
 - The price of transportation, insurance, and other costs incidental to the delivery of the services to their final destination;
 - The price of any other incidental services required in terms of the tender deliverables;
- 2.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 2.5 A bid submitted with a variable price quotation will be treated as non-responsive and rejected.
- 2.6 Prices shall be quoted in South African Rands.
- 2.7 The Department has limited resources and bids must be competitive, with market-related pricing, as this will be one of the deciding factors in the final award of the contract.

Period of Validity of Bids

- 2.8 Bids shall remain valid for 90 days after the closing date of the bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.
- 2.9 In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

Format and Signing of Bid

- 2.10 The Bidder shall prepare one copy of the Technical Bid and Financial Bid separately, clearly marking each "Original Technical Bid" and "Original Financial Bid", as appropriate. **Apart from hard copies, a copy should also be provided on CD or memory stick. In the event of any discrepancy between the two, the original shall govern.**
- 2.11 The original and CD or Memory stick of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 2.12 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Sealing and Marking of Bids

- 2.13 The original and CD or Memory stick of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid and the original and CD or Memory stick of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid and warning "Do not open with Technical Bid". All the inner envelopes shall then be placed into an outer envelope. The inner and outer envelopes shall be addressed to the following address:
- Department of Home Affairs
230 Johannes Ramokhoase Street
Pretoria
0001
- 2.14 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.
- 2.15 If the outer envelope is not sealed and marked as required above, the Department will assume no responsibility for the bid's misplacement or premature opening.
- 2.16 Faxed or emailed bids will not be accepted. **Only hand-delivered bids submitted before the due date and time will be accepted.**

Closing Date of Bids

- 2.17 Bids (Technical and Financial) must be received by the Department at the address specified under clause 2.13 above. In the event of the specified date for the submission of Bids being declared a holiday for the Department, the Bids will be received up to the appointed time on the next working day.
- 2.18 The Department may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

- 2.19 Any bid received by the Department after the deadline for submission of bids prescribed by the Department will be rejected and/or returned unopened to the Bidder.

Modification and Withdrawal of Bids

- 2.20 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of bids.
- 2.21 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of this bid. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- 2.22 No bid may be modified subsequent to the deadline for submission of bids.
- 2.23 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the Invitation to Bid form.

3. EVALUATION OF BIDS

Clarification of Bids

- 3.1. During evaluation of bids, the Department may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

Preliminary Examination

- 3.2. The Department will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 3.3. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid may be rejected.
- 3.4. If a bid is not responsive and not fulfilling all the conditions of the Contract and not meeting Technical Specifications, it will be rejected by the Department and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Evaluation and Comparison of Bids

- 3.5. The Department will evaluate and compare the financial bids only of those Bidders whose Technical Bid has been accepted by the Department.
- 3.6. The Department's evaluation of a financial bid will take into account information to be provided on the SBD 3.

Contacting the Department

- 3.7. Subject to clause 3.1 above, no Bidder shall contact the Department on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Department, it should do so in writing.
- 3.8. Any effort by a Bidder to influence the Department in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

4. AWARD OF CONTRACT

Post qualification

- 4.1. The Department will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.
- 4.2. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Department deems necessary and appropriate.
- 4.3. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Department will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

Department's right to vary Quantities at Time of Award

- 4.4. The Department reserves the right at the time of Contract award to increase or decrease the quantity of the services originally specified in the Terms of Reference without any change in unit price or other terms and conditions.

Department's right to accept or reject any or all Bids

- 4.5. The Department reserves the right to:
 - Accept or reject all or individual items of this bid;
 - Accept one or more bids submissions reject individual items;

- Request clarification or further information regarding any item in the Proposal;
- Request further information from any bidder after the closing date;
- Accept a bid that may not reflect the lowest pricing;
- Consider any bid that may not conform to any aspect of this bid;
- Annul the tender process and reject all bids at any time prior to contract award;
- Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
- Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

Notification of Award

- 4.6. Prior to the expiration of the period of bid validity, the Department will notify the successful bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its bid has been accepted.
- 4.7. The notification of award will constitute the formation of the Contract.

Signing of Contract

- 4.8. At the same time as the Department notifies the successful bidder that its bid has been accepted, the Department will send the bidder the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 4.9. Within 2 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract Form and return it to the Department.

Termination of Service

- 4.10. In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of service, the stipulation of the General Conditions of Contract and the Special Conditions of Contract, shall be applicable.
- 4.11. Should the Department, after a reasonable period of notice, of not less than seven days, in writing, depending upon the circumstances, call upon the service provider to comply with any of the conditions and should he/she fail to do so, the Department shall, without prejudice to any of its rights be entitled to cancel the contract, and to claim from the service provider any damage or loss that might have been suffered, including any additional expense incurred by it having either to invite fresh bids or to accept any less favourable bid.

Unsatisfactory Performance

- 4.12. Failure to comply with the conditions of the contract, the Department shall be entitled, without prejudice to its other rights, to cancel the contract in terms of the General Conditions of Contract. Delays beyond time limits and timeframes agreed upon between the parties. Failure to meet the performance standards indicated in the contract

Assignment

- 4.13. The contractor shall not, without prior written authority of the Department, cede, assign or transfer its rights or obligations in respect of this contract or any part thereof or any share of interests herein, directly or indirectly, to any person, firm or organization whatsoever.



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

DHA01-2025

THE APPOINTMENT OF A SERVICE PROVIDER(S) FOR THE SUPPLY, INSTALLATION OF PHYSICAL SECURITY CONTROLS (TURNSTILES AND ELECTRONICS ACCESS SYSTEM) AT THE STAFF ACCESS POINT THE BRITS RECORDS STORAGE FACILITY, CHURCH SQUARE POST OFFICE, AND SILVERTON POST OFFICE DEPOT.

CLOSING DATE AND TIME OF BID:

07 February 2025 at 11h00

Bidders are invited to a compulsory briefing session that will be held as follows:

Date and time: Friday, 24 January 2025 at 10h00 to 11h00

Venue: *Silverton Post Office Depot.*

221 Moreleta Street, Koedoespoort 456-JR, Silverton, Pretoria, 0186

BID VALIDITY PERIOD: 90 DAYS

Department of Home Affairs

Supply Chain Management

TERMS OF REFERENCE

OBJECTIVES

1. The objectives (aim) of this tender are:
 - To invite bids from suitable service provider(s) for the supply, installation of physical security controls (turnstiles and electronic access system) at the staff access point in at Brits records storage facility, Pretoria Church Square Post Office, and Silverton Post Office Depot.

BACKGROUND

2. The Department of Home Affairs, in view of the nature of its mandate, vision and mission, is exposed to high security risks, threats and vulnerabilities including corruption and theft. The Department has therefore a responsibility and mandate to implement and maintain minimum security measures in terms of the Minimum Information Security Standards (MISS) as well as Minimum Physical Security Standards (MPSS). The purpose of these security measures is to protect personnel (including clients and other visitors), information, and all assets of the Department. In compliance with the above directives, as well as assessment of existing information and physical security measures by the Directorate: Physical Security, the Department has identified a need to upgrade the security systems at install an effective and efficient integrated security system at Brits records storage facility, Church Square Post Office, and Silverton Post Office Depot (Pretoria). The Department of Home Affairs therefore requires the services of capable and appropriately qualified electronic security system installers/service provider to upgrade the security system solution at the site to compliment the guarding services currently utilized.

SCOPE AND EXTENT OF THE TENDER

3. The successful bidder(s) will be expected to execute and conduct the following tasks for/ provide the following services / items to the Department:
 - 3.1 The service provider must design and install double full height interior turnstile high security system at Silverton site.
 - 3.2 The service provider must also design, supply, install and commission a new IP based access control system to be fully integrated with the existing IP electronic surveillance or CCTV monitoring system at the site, to be able to activate IP surveillance cameras to monitor access control events and alarms and display such events at the operator stations. This must be done in a way that it can be managed from one platform. The access control system shall control access by means of door status monitoring and biometric access control readers (both with facial recognition and with card function as well) and must follow a Client-Server Architecture with Multi-site capability.

SPECIAL CONDITIONS OF CONTRACT

4. To achieve the above the successful bidder will be required to meet the following requirements:
- The service provider(s) may not recruit or shall attempt to recruit an employee of the Department of Home Affairs for the purposes of preparation of bid or for the duration or the execution of this contract or any part thereof.
- I. Access control system, alarms and event recording control systems must be integrated with the existing CCTV surveillance system. Please specify intended brand.
- II. As-built drawings for the building will include camera positioning with their IP addresses, as well as door controller positioning with their IP addresses. All passwords and user names must be submitted as part of the documents. Floor layout to be submitted to the successful bidder.
- III. The Network Video Recorder should have enough space for a minimum of 90 days. Provision of additional storage to accommodate the requirement to have 6 month of video footage available.
- IV. Supply and Install Intruder Alarm System The bidder must provide the latest technology of wireless, remote monitoring (alarm) system with video verification including battery backup. The proposed alarm system must have the following capability:
- Integration with CCTV recorder to activate cameras on an alarm event to detect movement and send a video clip;
 - Notify selected DHA representatives either by SMS and telephone call.
 - Provision, installation and commissioning of alarm system X64 or similar (Panel, keypad, Door contacts, battery backup and siren)
 - A basic alarm system must comprise at least one zone control panel, one keypad, one battery, one transformer, one siren, motion sensors, magnetic contacts for doors, and fixed panic buttons.
 - The Department reverses the right to increase or decrease specific items in the bill of quantity.
 - The service provider must provide required all certification of compliance as required for particular work done.

TENDER DELIVERABLES / OUTPUTS AND TIMEFRAMES

5. The primary deliverables to be achieved:

5.1 Design, supply, and installation double full height interior turnstile high security system at the floor entrances at the Silvertown Site

The appointed service provider is required to supply and install double turnstiles conforming to the specifications detailed in this document. The turnstiles are also required to be connected to the access control system to be installed so that the volume of pedestrians can be processed correctly and efficiently. The responsibility of investigating the precise locality, size and depth of existing services, before any in situ work commences, falls on the appointed contractor. The turnstile should confirm to the following minimum requirements (subject to be amended to suit the conditions at the site):

FEATURES + 304/316 stainless steel + Brushless motor + Compatible with any access control system + IN/OUT biometric reader + Various operation modes (access controlled in/out, free egress/entry, one-way access) + Indicator lights + Outdoor operation + Size and shapes to be customized to the office.

It should allow for paraplegic entrance/exit or material transport on the side or middle.

BASIC PARAMETERS

Finish 304/316 stainless steel

Safety fail safe (free exit/entry)

Capacity 20 to 30 persons per minute

Mechanical operating mode semi-automatic, full automatic

Direction bi-directional

Controlled operating mode free entry/exit, controlled entry/exit, no entry/exit, or any combination from Control Room and Reception.

Opening/closing time 0.2 seconds

Operating time after power on 3s semi-automatic (-SA) 8s full automatic (-FA)

MCBF (mean cycles between failure) more than 5 million

Indicator lights LED directional arrow, green LED "X" no pass, red

Controls dry contact/+12Vdc level or pulse input signal for entry and exit

ELECTRICAL

Operating voltage 110Vac/220Vac ($\pm 10\%$) (specify at time of order)

Power consumption 24W

24V battery backup system.

ENVIRONMENTAL

Operating environment indoor, outdoor

Operating humidity 20% to 95% (non-condensing)

Storage humidity 20% to 95% (non-condensing)

Ingress protection IP55

PHYSICAL CHARACTERISTICS

Weight 528 lbs [240kg] for "-SA" type

580 lbs [263kg] for "-FA" type

SYSTEMS INTEGRATION: • Must be able to Integrate with most access control and time & attendance systems •

Unlocking for entry / exit rotation controlled through normally open dry contact

5.2 Design, supply, installation and commissioning of new Access Control System

The service provider must design, supply, install and commission a new IP based access control system. The system shall be fully integrated with the IP electronic surveillance or CCTV monitoring system described above, to be able to activate IP surveillance cameras to monitor access control events and alarms and display such events at the operator stations. The access control system shall control access by means of door status monitoring and biometric access control readers (with card function as well) and must follow a Client-Server Architecture with Multi-site capability. The Access Control system shall over and above have the following functionality:

- Ability to integrate with Building Management Systems;
- Ability to integrate and manage intruder alarm systems;

- Ability to integrate with Perimeter Intrusion Detection System and electric fence;
- Ability to integrate with Microsoft Active Directory;
- Shall have Compliance Management Functionality;

5.3 Site testing and commissioning

The final testing of the entire system shall be conducted in the presence of, and to the satisfaction of the Director: Physical Security, and/or his/her delegate representing the Department. The installation will need to be certified by a qualified Engineer registered with ECSA that the works comply to the Manufacturer's and SABS standards. System testing shall include, but not limited to functionality of system features and physical components of the system to prove efficiency of all aspects of the system to the satisfaction of the Department. All necessary testing equipment shall be supplied by the service provider. The service provider shall conduct own commissioning tests prior to the final test to satisfy themselves that every aspect of the system is working in line with these Terms of Reference, to confirm readiness for final testing. After a successful final testing the service provider shall notify the Department, in writing that the installation is complete, tested and in working order. All test reports are to form part of the hand-over pack to the Department.

5.4 Training and Induction

During commissioning, the service provider shall provide skills transfer to nominated personnel from Security Risk Management and Information Technology or any other section of the Department.

The service provider shall further provide comprehensive off-site training to four (4) officials of the Department to a level that they will be:

- competent in the operation of the systems;
- adequately trained to be able to train others;

The service provider shall be required to provide induction to the Departmental staff on the date, time and venue to be determined by the Department.

5.5 Support, repair and maintenance

The service provider shall provide a support, repair and maintenance (proactive and reactive) service for the entire installation effective from the date of practical completion and commissioning of the integrated system at the Sites for the remainder of the contract period of 36 months. The service provider shall be required to sign a Service Level Agreement with the Department. The service provider shall be required to provide a detailed maintenance (proactive and reactive) plan that details tests and maintenance work to be undertaken, as well as resources, timelines, rates, as well as other conditions.

LOGISTICS AND TIMING

- **Project location(s):**
 - Brits records storage facility, Church Square Post Office, and Silverton Post Office Depot (Pretoria).
- **Expected commencement date:**

- The contract will commence upon the receipt of the signed acceptance letter and signed SBD 7 from the awarded service provider/s.
- **Project period:**
 - Once off installation of security systems must be completed by 28 February 2025.
- **Bid proposal**
 - Services Providers may bid for one or more of the sites mentioned in the document.
 - Service Provider must provide a properly referenced bid proposal in response to this TOR document with clear headings and information required to evaluate the bid against the requirements stipulated in this TOR document. The bidding company's profile, including proof of compliance with all the requirements as per the TOR document.
 - The bid proposal response must indicate the following:
 - Introduction
 - Profile of the company
 - Understanding of the terms of reference
 - Proposed approach and methodology
 - Indicate experience in the work of similar nature with reference
 - Each required service, its turnaround time inclusive quote for each service, per site.
 - The total bid price must be inclusive of Vat, per site.
 - Bid documents may either be submitted through a courier services or hand delivered to the silver tender box situated at the main entrance of the Hallmark Building at the address indicated on SBD 1 form attached on the Home Affairs' tender document. If the bid documents are submitted through a courier services, **it is the responsibility of the bidder to ensure that the documents are inside the silver bid box by the closing time and date.**
 - Bidder(s) are required to submit two (2) original bid proposal response documents as per paragraph 2.10 of the tender document under instruction to bidders:
 - ❖ One (1) original technical bid document;
 - ❖ One (1) original financial bid document and;
 - ❖ One (1) compact disc (CD) or universal serial bus (USB) with PDF content of each bid document by the closing date and time.
 - Each bid response document and CD /USB must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the bid response document and information in the CD or USB must be clearly labelled. Pricing information. Bid price must include VAT and should be fully inclusive to deliver all goods / services indicated in the terms of reference.
- **Fee structure**

▪ **PRETORIA CHURCH SQUARE DIGITISATION SITE**

SERVICE REQUIREMENTS	Quantity	Unit Price	Sub total (unit price x required quantity)	Total Price Including 15% VAT
The successful supplier will be responsible to execute the following:				
Turnstile as per specification above <i>supply and install</i> (must include powerpoints)	1			
ACCESS CONTROL (Entrance doors each floor) *300kg Maglock, Breakglass, Biometric readers x2, Override Key. Door Controller and door closer. – <i>Supply & Install</i>	1			
RECORD STORAGE ROOM				
VARIFOCAL IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – <i>Supply & Install</i>	1			
ACCESS CONTROL (STAFF RESTRICTED) *300kg Maglock, Breakglass, Biometric readersx2, Override Key. Door Controller and door closer. – <i>Supply and install</i>	1			
SERVER ROOM				
ACCESS CONTROL (STAFF RESTRICTED) *300kg Maglock, Breakglass, Biometric readers x2, Override Key. Door Controller and door closer. – <i>Supply and install only</i>	5			
VARIFOCAL IP PoE DOME CAMERA *2.8-12mm lens *minimun of 6 megapixel – <i>Supply & Install</i>	5			
SECURITY CONTROL ROOM				
PA Systems to cover all floors from Control Room	1			
Closed ACCESS CARD HOLDERS (plastic with Ring)	5000			
Standard White CARD PASTE	5000			
PVC cards	5000			
RIBBON (compatible with printer)	50			
Lanyards (Should have the standard measure of 36 inches/90 centimetres. the handing length should be equal to 18	5000			

inches/46 centimetres. the thickness should be around 1 mm. the lanyard hole size must be about 0.75 mm.) Printed with COAT OF ARMS BADGE and HOME AFFAIRS (wording)				
Dual side card printer	1			
CONDUIT/ROUTING	1			
MAINTENANCE for YEAR 2 and Year 3 Standard One year workmanship guarantee, 1X Quarterly full system check on year 2 and 3 – <i>PROVISION</i>	1			
SKILL TRANSFER/USER TRAINING OF OFFICIALS - <i>PROVISION</i>	2 Sessions			
AS-BUILT DRAWINGS FOR THE ENTIRE BUILDING * Include system documents - <i>PROVISION</i>	1			
ALARM SYSTEM- <i>Alarm monitoring and armed response for 36 months (alarm already installed).</i>	1			
Project cost excluding VAT				
VAT Total				
Total Cost inclusive of VAT				

▪ **BRITS STORAGE**

SERVICE REQUIREMENTS	Quantity	Unit Price	Sub total (unit price x required quantity)	Total Price Including 15% VAT
The successful supplier will be responsible to execute the following:				
Turnstile as per specification above <i>supply and install (must include powerpoints)</i>	1			
External Cameras Outdoor Day/Night Speed Dome Camera with vandal proof casings	6			
STORAGE FACILITIES				
VARIFOCAL IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – <i>Supply & Install</i>	25			

ACCESS CONTROL (STAFF RESTRICTED) *300kg Maglock, Breakglass, Biometric readersx2, Override Key. Door Controller and door closer. – <i>Supply and install</i>	1			
SERVER ROOM				
ACCESS CONTROL (STAFF RESTRICTED) *300kg Maglock, Breakglass, Biometric readers x2, Override Key. Door Controller and door closer. – <i>Supply and install only</i>	1			
VARIFOCAL IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – <i>Supply & Install</i>	1			
NVR 64 CHANNELS				
42" MONITOR FOR CCTV CLIENT WORKSTATION - Supply & Install	1			
SECURITY CONTROL ROOM				
PA Systems to cover all floors from Control Room	1			
CONDUIT/ROUTING	1			
MAINTENANCE for YEAR 2 and Year 3 Standard One year workmanship guarantee, 1X Quarterly full system check on year 2 and 3 – <i>PROVISION</i>	1			
SKILL TRANSFER/USER TRAINING OF OFFICIALS - PROVISION	2 Sessions			
AS-BUILT DRAWINGS FOR THE ENTIRE BUILDING * Include system documents - <i>PROVISION</i>	1			
ALARM SYSTEM-supply and install ON RENTAL (1x 8 zone control panel, 1x keypad, 1x battery, 1x transformer, 6x siren, 6x motion sensors, magnetic contacts for 5 doors, 2 fixed panic buttons. Alarm monitoring and armed response for 36 months.	1			
Project cost excluding VAT				
VAT Total				
Total Cost inclusive of VAT				

▪ SILVERTON DIGITISATION SITE

The successful supplier/installer will be responsible for the installation of the following:	Quantity	Unit Price	Subtotal	Total Price (Incl VAT)
Relocate the entire Access control system at Silverton 2 (walkthrough Metal detectors, Biometrics readers, X Ray bag scanners and monitors) from the Southern Entrance and reinstall at to the Northern and Western Side entrances of the main building respectively.	The entire access control system should be relocated			
Main Entrance Door at the Western side of the Building at Silverton 2 VARIFOCAI IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – Supply & Install Access control system *300kg Maglock, Breakable glass, Biometric readersx2, Override Key. Door Controller and door closer. – Supply and install	2			
Main Entrance Door at the Northern side of the Building at Silverton 2 VARIFOCAI IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – Supply & Install Access control system *300kg Maglock, Breakable glass, Biometric readersx2, Override Key. Door Controller and door closer. – Supply and install	2			
RECORD STORAGE ROOM VARIFOCAI IP PoE DOME CAMERA at Silverton 2 *2.8-12mm lens *minimum of 6 megapixel – Supply & Install	1			
PERIMETER PROTECTION				
External Cameras (supply and install) Outdoor Day/Night Speed Dome Camera with vandal proof casings	14			

Thermal and Optical Bi-spectrum PTZ Camera	6			
Galvanized steel pole 8m , with base plate with 5mm steel equipment box with Universal Vertical Pole Mount Adapter for Most Wall Mounts PTZ Cameras - Stainless Steel- <i>supply and install</i>	6			
SERVER ROOM VARIFOCAL IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – Supply & Install Access control system *300kg Maglock, Breakable glass, Biometric readersx2, Override Key. Door Controller and door closer. – Supply and install	1 1 1			
SWITCH ROOMS VARIFOCAL IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – Supply & Install	3			
CONTROL ROOM				
Relocate the security control room to the new identified control room next to the main entrance office at the Northern side of the building (together with the PA system and the fire panel from server room)	1			
ACCESS CONTROL (STAFF RESTRICTED) *300kg Maglock, Breakglass, Biometric readersx2, Override Key. Door Controller and door closer. – <i>Supply and install</i>	1			
3 operator ergonomic CCTV security console	1			
20kVA ON-LINE uninterruptible power supply system for all security related equipment (120 kWh battery pack)				
VARIFOCAL IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – <i>Supply & Install</i>	1			

ACCESS CONTROL WORKSTATION/ TAKE-ON STATION – * Take-On Station. <i>Supply & Install</i>	1			
MAIN GATE TO THE PREMISES				
Fix the gate and install new locking systems	1			
➤ An integrated electronic access control for the boom from inside the guardroom	4			
➤ Panic button in the guardroom	1			
➤ Communication with the building's main security control room (intercom).	1			
Fix the turnstile at the main gate and install biometric access control.	1			
VARIFOCAI IP PoE DOME CAMERA	1			
*2.8-12mm lens *minimum of 6 megapixel – <i>Supply & Install</i>				
MAIN RECEPTION				
VARIFOCAI IP PoE DOME CAMERA	1			
*2.8-12mm lens *minimum of 6 megapixel – <i>Supply & Install</i>				
	Quantity	Unit Price	Subtotal	Total Price (Incl VAT)
PA Systems from the main reception	1			
Relocate to the new control room				
Supply necessary cabling for the completion of installation (as specified above)	1 (to Cover the entire area)			
ALARM SYSTEM -supply and install ON RENTAL (1x 16 zone control panel, 4x keypad, 2x battery, 1x transformer, 5x siren, 8x indoor motion sensors, magnetic contacts for 4 doors, 4 fixed panic buttons. 8x 180 Degree Outdoor PIR Detector	1			
55" CCTV monitor Ultrathin LED for video wall with wall mount bracket, Wall mounted –<i>Supply & Install</i> at BVR for offsite monitoring and must have visibility of CCTV on mobile phones (provide separate VLAN (Virtual Local Area Network from DHA network)	1			
MAINTENANCE for YEAR 2 and Year 3	1			

Standard One-year workmanship guarantee, 1X full quarterly system check and maintenance From year 2 to year 3				
SKILL TRANSFER/USER TRAINING (IDENTIFIED SECURITY OFFICERS ON THE OPERATION OF THE SECURITY SYSTEMS FOR EACH SITE)	3 Training sessions			
Project cost for materials including installation and 15% VAT				
Project cost excluding VAT				
VAT Total				
Total Cost inclusive of VAT				

EVALUATION STAGES

6. The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid
Stage 1A	A compulsory briefing session.	Yes
Stage 1B	Initial screening process / compliance with bid requirements.	Yes
Stage 2	Pre-qualification criteria evaluation.	Yes
Stage 3	Mandatory requirements evaluation.	Yes
Stage 4	Functionality requirements evaluation.	Yes
Stage 5	Price / Specific goals evaluation	Yes

Stage 1A: Briefing session

- **A Compulsory briefing session will be at Silverton Post Office Depot.**
221 Moreleta Street, Koedoespoort 456-JR, Silverton, Pretoria, 0186

Stage 1B: Initial screening process/compliance with bid requirements

- Verification of bidder's compliance with bid requirements.

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	

No.	Compliance Checklist	Yes / No
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS	
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	
8.	The bidder completed SBD 6.1 Form in full and must indicate claimed points for each preference point system and attach evidence as per Table 1.	

Stage 2: Pre-qualification criteria

This serves to confirm that I have capacity to render the supply, installation of physical security controls (turnstiles and electronics access system) at the staff access point in the offices (s) indicated (tick the office bidding for with ("X")).

Offices	Tick (x)
Brits Records Storage Facility	
Church Square Post Office	
Silverton Post Office Depot	

Name:.....

Signature:.....

Date:.....

Stage 3: Mandatory requirements

- Compliance with the mandatory requirements. Prospective bidders who fail to meet the mandatory requirements will be disqualified.
- disqualified.

MANDATORY REQUIREMENT 1

Mandatory requirement	Evidence to be submitted	Comply Yes/No
PSIRA registration	Must provide a valid PSIRA registration certificate of the company and the directors/owners	
PSIRA letter of good standing	Provide a valid letter of good standing from PSIRA, which is valid at the time of bidding.	
The bidding company been it on own or joint venture/consortia must be owned by South Africans	Provide Certified copies of IDs of Directors/Owners	

MANDATORY REQUIREMENT 2

The Service provider must complete the table by ticking, Comply and do not Comply, failure to tick/complete so will lead to disqualification

ACCESS CONTROL			
1. Software	Comply	Do comply not	Comments
a) Supply, deliver, install and configure an IP-based access control system.			
b) The access control system must enable multiple secure user accounts to operate the system. The system must allow for different levels of access to the system, i.e. Administrator, power user, normal user, etc.			
c) The access control system must be able to enrol and deactivate officials as well as visitors.			
d) The system must have features that allows future expansion to accommodate multiple sites throughout the country.			
e) The system must make provision for emergency opening of swing gates, access control gates including boom gate.			

Continuously maintenance upholds and maximizes the value of the software investment. Maintenance and support for a period of two (2) years for the above-mentioned products after the first 12 months of warranty expires, include the following: Product updates. Optimal product performance, adaptability, and compatibility with unlimited Product Updates that is available immediately upon release from the OEM. Version upgrades. Smarter features and advanced technology delivering product functionality in every new release. Support and learning. Rapid response and resolution. Telephonic Technical Support as standard, with numerous self- help and learning resources.			
2. System data	Comply	Do not comply	Comments
a) The system must keep all records for a period of at least three (3) years. This must include deactivations as well.			
3. System reporting	Comply	Do not comply	Comments
a) Reporting from the access control system as well as automation of reports, such as listed below, but not limited to: b) Summary/management reports. c) Detailed reports that can be selected for different scenarios, such as, but not limited to, report for a specific user, for a specific timeframe/period, specific building, failed access attempts, etc. d) Automated daily, weekly and monthly reports to management (or selected staff).			
4. System security and continuity	Comply	Do not comply	Comments
a) The system must have audit logging capabilities to ensure all transacting on the system is recorded, i.e. access logs, security logs, password resets, etc.			
b) The audit logging capabilities must be protected, and only authorised accounts are able to access the audit logs.			
c) Sufficient storage capacity to enable audit logs to be stored for a minimum of one (1) year on separate storage.			

d) Maintenance and support should include the following: Product updates. Optimal product performance, adaptability, and compatibility with unlimited Product Updates that is available immediately upon release from the OEM. Version upgrades. Smarter features and advanced technology delivering product functionality in every new release. Support and learning. Rapid response and resolution. 24/7/365 Telephonic Technical Support as standard, with numerous self- help and learning resources.			
5. Cabling and networking	Comply	Do not comply	Comments
a) Supply, deliver, install and configure a dedicated communication system with Ethernet LAN for adjacent buildings			
b) All cabling must be protected from tampering by placing it in galvanised tubing.			
c) Cabling distances should be measured during the compulsory site meeting and the bidder shall ensure that the correct cabling is chosen to meet with the required distances. CAT6 (should not extend 100 meters) or optical fibre).			
6. Computer-related Hardware	Comply	Do not comply	Comments
a) Industrial-type equipment is required.			
b) Supply, deliver, install and configure access card readers for all identified access points.			
c) The access cards, turnstiles, access control gates including booms gates must be integrated with the access control system.			
d) Any illegal access or activity must be sounded by an alarm to control room.			
e) The access control system must be connected to a UPS to sustain the system for a minimum period of 4 hours.			
f) Maintenance and support for the card printers must allow for resolution of issues within a day. If not possible, a temporary card printer must be made available immediately.			
g) Supply, deliver, install and configure of the server of the access control.			
h) Take-on reader.			
7. Other physical security items/requirements	Comply	Do not comply	Comments

a) Supply, deliver, install and configure waist height paraplegic gates with face recognition and card readers.			
b) Supply, deliver, install and configure double waist height turnstiles with face recognition and card readers.			
c) Supply, deliver, install and configure boom gates (in and out) where installed.			

Stage 4: Functionality requirement evaluation

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20 point split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- The technical proposal will be evaluated out of 100 points with a threshold of **60 points**.
- Bidders that score less than minimum of **60 points** will be disqualified.
- Bidders must score a minimum of 60 points on functionality to qualify for further evaluation on price and preference points.

Evaluation Criteria				
NO	Category	Evidence	Weight	Score
1.	RELEVANT EXPERIENCE AND EXPERTISE	A minimum of 3 years' experience in supply and installation of integrated electronic security systems, alarm monitoring, and maintenance. Company, Consortium or joint venture/partnership must provide Appointment letters/award letters on the client's letterhead with contactable references for similar services as evidence. Less than 3 years track record and experience = 0 3 years track record and experience = 20 4 years track record and experience = 30 5 years or more track record and experience = 40	40	
2.	NUMBER OF INTEGRATED ELECTRONIC SECURITY INSTALLATION PROJECTS	<u>Reference letters</u> Company, Consortium or joint venture/partnership Experience: must provide minimum 3 signed reference letters. This must be on the client's letterhead with contactable references indicating acceptable level of performance or satisfactory performance for similar services provided in the last 3 years as evidence.	40	

		No reference letter = 0 1-2 reference letter/s = 0 3 reference letters = 20 4 reference letters = 30 5 reference letters = 40		
3	The service provider must provide a detailed proposal on how to carry out the project with clear deliverables and timelines (as per TOR).	Project plan with clear deliverables and timelines (as per TOR). No project plan = 0 Project Plan not detailed =10 Fully detailed with timelines and clear deliverables (as per ToR= 20	20	
TOTAL			100	

Stage 5: Price and Specific Goals

- The Bidder must provide an all-inclusive price including VAT and must complete the SBD 3 form.
- Bidders will further be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate an 80/20 point split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a Rand value equal to or below R 50 000 000 inclusive of all applicable taxes, the 80/20 system shall be applicable and will be calculated as follows:

SN	COMPONENT	POINTS
1.	Price:	80
2.	Preferential points: Specific goals	20
	TOTAL:	100

Specific goals

Note to tenderers: The tenderer **must** indicate how they claim points for each preference point system.

Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
The company owned / director/s / shareholders by people who are Women. 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 7 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points	10	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
The company owned / director/s / shareholders by people who are Disabled. 100% company owned by people who are Disabled = 3 points ≥51% and <100% company owned by people who are Disabled = 2 points >0% and <51% company owned by people who are Disabled = 1 points 0% company owned by people who are Disabled = 0 points	3	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.

***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.**

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number DHA01-2025
Closing Time 11:00	Closing date 07 February 2025

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
1.			R.....

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- a) Price; and
- b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation 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.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING

PROCUREMENT**3.2.1. POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Women. 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 7 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points	10	proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE	

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
		Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Disabled. 100% company owned by people who are Disabled = 3 points ≥51% and <100% company owned by people who are Disabled = 2 points >0% and <51% company owned by people who are Disabled = 1 points 0% company owned by people who are Disabled = 0 points	3	proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:

4.5 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company

☐ State Owned Company

[TICK APPLICABLE BOX]

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

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