

PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM



AGRICULTURAL RESEARCH COUNCIL

REQUEST FOR QUOTATIONS

Provision of Biometric Fingerprint Time and Attendance System

Bidder's Name:.....

CSD number:

Total Price:

PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM

1. BACKGROUND

The Agricultural Research Council (ARC) is a Research Science and Technology institution of excellence in South Africa. The ARC has a mandate for innovative and creative agricultural research, technology development and transfer aimed at the advancement of South African agriculture. Its operations are overseen by the ARC Council which is appointed by and accountable to the Minister for Agriculture.

To enhance the accuracy and efficiency of the contracted security officers' attendance tracking, the ARC is seeking to procure a reliable and advanced biometric fingerprint time and attendance system. This system will play a crucial role in streamlining our contract management processes by ensuring precise and secure record-keeping of contracted services.

The Agricultural Research Council (ARC) hereby invites suitably qualified and experienced service providers to submit bids for Provision of a biometric fingerprint time and attendance system.

2. PURPOSE

The purpose of this Request for Quotation (RFQ) is to solicit quotations from qualified suppliers for the supply, installation, and maintenance of a fingerprint attendance system. The proposed system should meet our technical specifications and functional requirements, enhancing our ability to manage and monitor attendance effectively across multiple geographical locations.

3. SCOPE OF WORK/ DELIVERABLES

The service provider is expected to adequately address all items referenced in the Scope of Work below:

Fingerprint Capacity	A minimum of 1000 users
Record Capacity for Transactions	200000
Display	3.5-inch Screen
Communication	TCP / IP/4G, RS485 / RS232*, USB-host
Power Supply	DC 12V 1.5A
Verification Speed	≤1 sec

Supply of Equipment:

PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM

- Fingerprint attendance devices compatible with networked/cloud-based systems.
- Necessary accessories and peripherals for the operation of the devices.

Installation and Configuration:

- Installation of fingerprint attendance devices at designated locations.
- Configuration of devices to ensure seamless integration with existing network infrastructure.
- Setup of a centralized management system, either on-premises or cloud-based, to monitor and manage attendance data.

Training and Support:

- Provide comprehensive training for designated personnel on the operation and management of the system.
- Offer ongoing technical support and maintenance services, including software updates and troubleshooting assistance.

Integration and Data Management:

- Ensure compatibility with existing access control systems for automated data transfer and processing to one central point of contact.
- Implement data security measures to protect sensitive information.

Documentation:

- Provide detailed user manuals and technical documentation for the system and its components.

Description	Quantity	Unit Price Vat Excl	Total Vat Incl
Fingerprint Scanner	23		
System Configuration	23		
Training and user manuals	23		
Support and Maintenance	36 months		
Labour			
Sundries			
Grand Total			

BILL OF QUANTITIES		
Gauteng		
1	Central Office (Hatfield)	1
2	Institute of Soil, Climate and Water (Arcadia)	1
3	Institute for Agricultural Engineering (Silverton)	1

PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM

4	Animal Production Institute (Irene)	1
5	Plant Production Research Institute (Roodeplaat)	1
6	Vegetable and Ornamental Plant institute (Roodeplaat)	1
7	Onderstepoort Veterinary Institute (Onderstepoort)	1
8	Trans Boundary Animal Diseases (Onderstepoort)	1
9	Kaalplaas (Onderstepoort)	1
North West		
10	Institute for Industrial Crops (Rustenburg)	1
11	Grain Crops Institute (Potchefstroom)	1
12	Brits Experimental Farm (Brits)	1
Western Cape		
13	Infruitec Nietvoorbij (Stellenbosch)	1
14	Infruitec South Campus (Stellenbosch)	1
15	Infruitec North (Stellenbosch)	1
16	Vredenburg (Stellenbosch)	1
Eastern Cape		
17	Addo Research Station (Port Elizabeth)	1
Mpumalanga		
18	Institute for Tropical and Subtropical Crops (Nelspruit)	1
19	Friedenheim Research Farm (Nelspruit)	1
20	Burgershall Research Farm (Hazyview)	1
Limpopo		
21	Levubu Research Farm (Levubu)	1
KwaZulu Natal		
22	Hluhluwe Research Farm (Hluhluwe)	1
Free State		
23	Small Grain (Bethlehem)	1



PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM

4. TERMS OF REFERENCES

4.1 Contractors shall provide to the ARC (accompanying the bid document on the closing date/time) with the following compulsory information as listed in the below format:

- a) Valid and certified (letter must be valid on or before the closing date of bid) letter of good standing of the service provider from Private Security Industry Regulatory Authority (PSIRA).
- b) Certified copy of a valid PSIRA Company Registration.
- c) Certified copy of a valid PSIRA of Directors.
- d) A valid Tax PIN number from SARS.
- e) Standard Bidding Documents (SBD forms)
- f) Central Supplier Database report (CSD report) showing a tax compliant status for the during of the bidding process.
- g) Interested suppliers are requested to provide a detailed quotation on the company letterhead that includes the following:
 - Unit cost of each unit
 - Delivery timeline and terms.
- h) Blacklisted service provider/s who are on the National Treasury website will be disqualified.

Note: Failure to submit the above-mentioned required information together with the bid document on the closing date will result in the contractor's bid to be rejected.

5. GUARANTEES

- ARC requires guarantees for a minimum of 12 months on all hardware.
- The supplier shall observe all relevant ISO and SABS standards or any applicable related regulations or standards.
- The supplier shall in detail document what is covered by the guarantee as well as the terms and conditions.
- Ensure all equipment and services comply with relevant industry standards and regulations.
- Adhere to data protection and privacy laws applicable to the handling of biometric data.
- The supplier shall in detail document what is covered by the Warranty and the duration for support services.

PROVISION OF BIOMETRIC FINGERPRINT TIME AND ATTENDANCE SYSTEM

The following documents are required:

Document that must be submitted	Non-submission may result in disqualification.	
Three reference letters on similar projects	Yes / No	Bidders must submit three reference letters of successfully completed related or similar projects.
Valid and certified (letter must be valid on or before the closing date of bid) letter of good standing of the service provider from Private Security Industry Regulatory Authority (PSIRA).	Yes / No	Bidders must ensure compliance with PSIRA requirements
Certified copy of a valid PSIRA Company Registration	Yes / No	Bidders must ensure compliance with PSIRA requirements
Certified copy of a valid PSIRA of Directors	Yes / No	Bidders must ensure compliance with PSIRA requirements

5. INSPECTION OF SITE AND EQUIPMENT

Before bidding, bidders shall visit the site to make themselves conversant with the equipment to be installed and submit a quotation thereof.

All invited suppliers are kindly requested to attend a compulsory briefing session on at Central Office on **28 October 2024 at 11:00.**