



## **Invitation to Tender - ZNB 0115E/2023/2024**

The KwaZulu-Natal Department of Education invites suitable and capable service providers to bid for the following service:

**APPOINTMENT OF A SERVICE PROVIDER FOR THE DECOMMISSIONING OF EXISTING SYSTEM; SUPPLY, INSTALLATION AND MAINTENANCE OF CCTV AND ACCESS CONTROL AT PROVINCIAL EXAMINATION PRINTING SECTION, MALGATE BUILDING, KWAZULU-NATAL DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE YEARS (36 MONTHS) WITH AN EXTENDED 2-YEAR POST WARRANTY MAINTENANCE AND REPAIRS**

Bid documents are to be downloaded and printed for completion by the bidders from the Departmental website ([www.kzneducation.gov.za](http://www.kzneducation.gov.za)) and e-Tender Portal website ([www.etenders.gov.za](http://www.etenders.gov.za)) as from **Friday, 30 June 2023**.

### **Compulsory Briefing Session:**

**Date:** Tuesday, 11 July 2023

**Time:** 11 am

**Venue:** Malgate Building, 72 Stalwart Simelane Street, Durban  
Attendees are to meet at the main reception foyer

**There shall be no telephone enquiries or emailed queries. Any queries will be addressed at the briefing session.**

### **Closing of Bid:**

The closing time for receipt of Tenders is **11h00am on Monday, 24 July 2023**.

Telegraphic, telephonic, telex, facsimile, e-mail and late Tender Proposals will not be accepted. Bids must be deposited in the bid box specified below. Bids deposited in any other bid box and/or address will not be accepted. Bids must be neatly bound and submitted in a sealed envelope.

**Department of Education  
228 Pietermaritz Street (Ex-NED Building)  
Use Turnstile Entrance  
Pietermaritzburg  
3201**

# KWAZULU-NATAL PROVINCIAL GOVERNMENT BIDDING FORMS

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## Definitions

1. **“Acceptance bid”** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document under bid numbers **ZNB 0115E/2023/2024**.
2. **“Bid”** means a written offer in a prescribed or stipulated form in response to the invitation by the Department for the provision of goods, works or services under bid numbers **ZNB 0115E/2023/2024**.
3. **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration.
4. **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
5. **“Contract”** means the agreement that results from the acceptance of the bid by the Department.
6. **“Control”** means the possession by a person, of a permanent authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
7. **“Co-operatives”** means an autonomous association of persons united voluntarily to meet their common economic and social needs and aspirations, through a jointly owned and democratically controlled enterprise organized and operated on co-operative principles.
8. **“Department”** means the Department of Education within the KwaZulu-Natal Provincial Administration and listed in the first column of schedule 2 of the public Service Act, 1994 (Proclamation No. 103 of 1994).
9. **“Disability”** means, in respect of a person, permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
10. **“Equity Ownership”** means the percentage ownership and control, exercised by individuals within an enterprise.
10. **“Historically Disadvantaged Individual (HDI)”** means a South African citizen,
  - I) Who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act no. 200 of 1993) (“the interim Constitution”); and/or
  - II) who is a female; and/or
  - III) who has a disability:  
Provided that a person, who obtained South African citizenship on or after the coming to effect of the interim Constitution, is deemed not to be a HDI.
11. **“Management”** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

12. **“Owned”** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
13. **“Person”** includes reference to a juristic person.
14. **“Province”** means the procuring Department, incorporating the KwaZulu-Natal Provincial Legislature.
15. **“Rand value”** means the total estimated value of a contract in rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
16. **“Small Medium and Micro Enterprises (SMME’s)”** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
17. **“Specific Contract Participation Goals”** means the goals as stipulated in the Preferential Procurement Regulations of 2001.
18. **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
19. **“Youth”** mean all persons between the ages 18 to 35.

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	ZNB 0115E/2023/2024	CLOSING DATE:	24 JULY 2023	CLOSING TIME:	11h00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE DECOMMISSIONING OF EXISTING SYSTEM; SUPPLY, INSTALLATION AND MAINTENANCE OF CCTV AND ACCESS CONTROL AT PROVINCIAL EXAMINATION PRINTING SECTION, MALGATE BUILDING, KWAZULU-NATAL DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE YEARS (36 MONTHS) WITH AN EXTENDED 2-YEAR POST WARRANTY MAINTENANCE AND REPAIRS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
VISITORS ENTRANCE (TURNSTILE ENTRANCE)					
228 PIETERMARITZ STREET					
PIETERMARITZBURG					
KWAZULU-NATAL					
3201					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>					
CONTACT PERSON	Ms Nozizwe Makaula				
E-MAIL ADDRESS	<a href="mailto:nozizwe.makaula@kzndoe.gov.za">nozizwe.makaula@kzndoe.gov.za</a>				
<b>SUPPLIER INFORMATION</b>					
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>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.</b>					

**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:** .....

## SECTION A

### SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects and must be accurately completed. Bidders must ensure that all questions are answered. If questions are not applicable, bidders must ensure that "N/A" is indicated in the relevant space. It is not permissible to leave blank spaces or unanswered questions. Bidders will only be considered only if the bid document is fully and accurately completed and accompanied by all relevant supporting documents. Original signatures must appear on all relevant sections of the document. Failure to comply will result in the bidder being disqualified.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. Bidder must initial each and every page of the bid document.
18. Bidders are requested to append a company stamp where required in the bid documents failure to provide/ or comply will render the bid invalid.

## SECTION B

### REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za)
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
  - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. **IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.**



**SECTION C**

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE**  
(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative) ....., WHO  
REPRESENTS (state name of bidder) .....CSD Registration  
Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND  
REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF  
SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS  
BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON  
THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....

**SECTION D**

**OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

N. B.: THIS FORM IS ONLY TO BE COMPLETED WHEN APPLICABLE TO THE BID.

Site/Building/Institution Involved: **Malgate Building, 72 Stalwart Simelane Street, Durban**

Bid Number: **ZNB 0115E/2023/2024**

Goods/Service/Work: **APPOINTMENT OF A SERVICE PROVIDER FOR THE DECOMMISSIONING OF EXISTING SYSTEM; SUPPLY, INSTALLATION AND MAINTENANCE OF CCTV AND ACCESS CONTROL AT PROVINCIAL EXAMINATION PRINTING SECTION, MALGATE BUILDING, KWAZULU-NATAL DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE YEARS (36 MONTHS) WITH AN EXTENDED 2-YEAR POST WARRANTY MAINTENANCE AND REPAIRS**

\*\*\*\*\*

This is to certify that (bidder's representative name) \_\_\_\_\_

On behalf of (company name) \_\_\_\_\_

Visited and inspected the site on \_\_\_/\_\_\_/\_\_\_\_\_ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

\_\_\_\_\_  
**Signature of Bidder or Authorized Representative**  
(PRINT NAME)

**DATE:** \_\_\_/\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
**Name of Departmental or Public Entity Representative**  
(PRINT NAME)

<b>Departmental Stamp With Signature</b>

## PRICING SCHEDULE – FIRM PRICES

**NOTE: PRICES MUST BE FIRM FOR 3 YEARS OF THE CONTRACT.**

<b>Name of bidder:</b> .....	<b>Bid number:</b> ZNB 0115/2023/2024
<b>Closing Time:</b> 11H00am	<b>Closing date:</b> 24 JULY 2023

OFFER TO BE VALID FOR 180 DAYS FROM THE CLOSING DATE OF BID.

**(To note that the current system is analogue however the installation to be digital system)**

<b>DESCRIPTION</b>	<b>TOTAL BID PRICE IN RSA CURRENCY</b> <b>*(All applicable taxes included)</b>
Decommissioning of existing system	R
Installation and commissioning of new system inclusive of a 3-year comprehensive maintenance warranty plan	R
15% VAT	R
<b>GRAND TOTAL</b>	<b>R</b>

\_\_\_\_\_  
**SIGNATURE**

**OFFICIAL COMPANY STAMP**

\_\_\_\_\_  
**DATE**

SECTION F

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 interest<sup>1</sup> 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

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

<sup>1</sup> 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.

2.3.1 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 consortium<sup>2</sup> 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 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.

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<sup>2</sup> 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.

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**

## SECTION H

**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 The applicable preference point system for this tender is the **80/20** preference point system.

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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

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.**

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

Points allocated for specific goals for this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Equity Ownership – 100% (Africans, Coloureds and Indians)	10	
Female Equity Ownership (>51%)	5	
Disability in respect of a person with a permanent impairment of a physical, intellectual or sensory function	4	
Youth Equity Ownership (>51%)	1	

**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.

	..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....

**EME'S AND QSE'S MUST COMPLETE THE FOLLOWING APPLICABLE AFFIDAVIT FORM TO CLAIM PREFERENCE POINTS**

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorized to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- I. before 27 April 1994; or II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
<b>Definition of “Black Designated Groups”</b>	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

<b>Stamp</b>

\_\_\_\_\_  
Signature of Commissioner of Oaths

## SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorized to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none"> <li>(c) who are citizens of the Republic of South Africa by birth or descent; or</li> <li>(d) who became citizens of the Republic of South Africa by naturalisation- <ul style="list-style-type: none"> <li>III. before 27 April 1994; or</li> <li>IV. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</li> </ul> </li> </ul>
<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> <li>(f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(g) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(h) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(i) Black people living in rural and under developed areas;</li> <li>(j) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</li> </ul>

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



\_\_\_\_\_  
Signature of Commissioner of Oaths

## SECTION K

### GENERAL CONDITIONS OF CONTRACT

#### 1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes



other related value-adding activities.

- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## **7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- 7.3.1 a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- 7.3.2 a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8 Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10 Delivery and documents**

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

## **11 Insurance**

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

## **12 Transportation**

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

## **13 Incidental Services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

## **14 Spare parts**

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15 Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16 Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

## **17 Prices**

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

## **18 Contract amendments**

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

## **19 Assignment**

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20 Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21 Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22 Penalties**

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23 Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.
- 23.6.1 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

## **24 Anti-dumping and countervailing duties and rights**

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## **25 Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier 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.

## **26 Termination for insolvency**

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

## **27 Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier 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.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

## **28 Limitation of liability**

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29 Governing language**

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

## **30 Applicable law**

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

## **31 Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## **32 Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

## **33 National Industrial Participation (NIP) Programme**

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

## **34 Prohibition of Restrictive practices**

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.



## SECTION L

### SPECIAL CONDITIONS OF CONTRACT

#### **APPOINTMENT OF A SERVICE PROVIDER FOR THE DECOMMISSIONING OF EXISTING SYSTEM; SUPPLY, INSTALLATION AND MAINTENANCE OF CCTV AND ACCESS CONTROL AT PROVINCIAL EXAMINATION PRINTING SECTION, MALGATE BUILDING, KWAZULU-NATAL DEPARTMENT OF EDUCATION WITH AN EXTENDED 2-YEAR POST WARRANTY MAINTENANCE AND REPAIRS FOR A PERIOD OF THREE YEARS (36 MONTHS) WITH AN EXTENDED 2-YEAR POST WARRANTY MAINTENANCE AND REPAIRS**

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

The offers must remain valid for a period of 180 days from the closing date of the submission of bids.

#### **1. CONTRACT PERIOD**

- 1.1 The contract period for this bid is 3 years (36 months) with an extended 2-year post warrant maintenance and repairs. The system will remain the property of the Department after expiration of the contract.
- 1.2 The KwaZulu-Natal Department of Education reserves the right to terminate the contract should the awarded entity fail to fulfil its contractual obligation in terms of this contract.

#### **2. BID APPEALS TRIBUNAL**

##### **PLEASE NOTE:**

As per Treasury Practice Note Number: SCM-07 of 2006 , any appeals regarding the award of this bid should be lodged within 5 working days from the date of the publication of bid results in the Departmental Website and/or Government Tender Bulletin which is published every week on Friday and may be down loaded from the website [www.tenderbulletin.gov.za](http://www.tenderbulletin.gov.za).

##### **The address provided for the lodging of appeals is:**

The Chairperson  
Bid Appeals Tribunal  
Private Bag X9082  
Pietermaritzburg  
3200

**Email:** [BATsecretariat@kzntreasury.gov.za](mailto:BATsecretariat@kzntreasury.gov.za)

#### **3. PRICING**

- 3.1 All elements of the price schedule must be fully completed.
- 3.2 The price must include decommissioning of the old system, installation and commissioning of new system inclusive of a 3-year comprehensive maintenance warranty plan.
- 3.3 Prices must be in South African Currency, be inclusive of VAT and exclude any trade discount.
- 3.4 Prices must be firm for the first 3 years of the contract.
- 3.5 Where there are items whose prices are affected by rate of exchange fluctuations, the successful bidder may approach the Department and request a price review which must be accompanied by supporting documentation. The Department will consider the request within its budget limitations.

#### **4. AWARD**

- 4.1 The selection of the service providers to be appointed will be subject to the criteria set out in the **Evaluation Criteria and to compliance with the Specification / Terms of Reference**.
- 4.2 The Department intends to award to the highest scoring bidder who meets all the minimum bid requirements.
- 4.3 The Department of Education is not bound to accept the lowest or any portion of the bid and reserves the right not to award.
- 4.4 The financial standing of bidders and their ability to manufacture/ supply goods or render services may be examined before their bids are considered for acceptance.
- 4.5 Bidders must be accredited by an Original Equipment Manufacturer (OEM) as installers/maintenance service providers of the proposed solution. Written confirmation from the OEM must be submitted.

#### **5. SWORN AFFIDAVIT / BBBEE CERTIFICATE**

- 5.1 In terms of the BBBEE Commission, Exempted Micro Enterprises (EMEs) and black owned Qualifying Small Enterprises (QSEs) only have to use a sworn affidavit to indicate their B-BBEE compliance status.
- 5.2 The only legal and acceptable verification document for a Level 1 or 2 EME or QSE is a sworn affidavit.
- 5.3 The Department of Trade and Industry (the dti) has designed affidavit templates and qualifying measured entities must use the templates. The templates are also included in this bid document.
- 5.4 Please note that it is illegal for a measured entity to trade with an invalid/inconclusive or incorrect BBBEE Verification certificate. The procurement spend as a result of such an invalid document cannot be recognized during B-BBEE measurement, therefore, it is critical to determine the validity of B-BBEE certificates measured entities present in order to access an economic opportunity.
- 5.5 Also, in keeping with this principle, the dti issued a communique to all verification professionals through SANAS and IRBA advising that no verification professional is authorized to issue a level 1 or 2 B-BBEE certificate to an EME or black controlled and owned QSEs.

#### **6. TAX CLEARANCE CERTIFICATE OR TAX COMPLIANCE STATUS PIN**

- 6.1 The Department will verify the tax compliance status of a bidder through the Central Suppliers Database.
- 6.2 Bidders must ensure that their tax matters are compliant on CSD.
- 6.3 Each party to a Joint Venture/Consortium must ensure that their tax matters are compliant.

#### **7. CENTRAL SUPPLIERS DATABASE (CSD)**

- 7.1 A bidder submitting an offer must be registered on the Central Suppliers Database (CSD). A bidder who has submitted an offer and is not registered on the Central Suppliers Database will not be considered.
- 7.2 Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

#### **8. STATUTORY CHECKS**

- 8.1 Central Suppliers Database
- 8.2 Tax Compliance
- 8.3 CIPC
- 8.4 Database of Defaulters (Restricted Suppliers)
- 8.5 PERSAL (Government Employee)

**NB.: Non-compliance with any of the above will lead to disqualification**

**9. FALSE DECLARATION**

9.1 All information requested in this document and provided by the bidder is accepted in good faith as being true and accurate.

9.2 Any false declaration or intentional omission of relevant facts shall lead to disqualification.

**10. VALIDITY OF BIDS**

10.1 Bids must hold good for a period of 180 days from the date of closing of the bid. However, circumstances may arise whereby the Department of Education may request the bidders to extend the validity period. Should this occur, the Department of Education will request bidders to extend the validity period under the same terms and conditions as originally tendered for by bidders.

**11. ORDERS**

11.1 Services shall be rendered only upon receipt of a written official order from the Department of Education or as per the contract.

**12. WARRANTIES**

12.1 The awarded entity warrants that it is able to deliver to the satisfaction of the department.

12.2 The involvement of the awarded entity in any other business or venture shall not compete or conflict with the obligations of the entity to provide the services to the Department in terms of this bid.

**13. PAYMENT AND INVOICING**

13.1 Payment will only be processed upon receipt, verification of invoices and confirmation by the appropriately authorized officials of actual services rendered.

13.2 Payment will be made to the awarded Entity only. Any deviations (e.g. cession of contract) will only be accepted after relevant approval has been granted by the Departmental Bid Adjudication Committee.

13.3 Invoices must clearly indicate the order number, invoice number and YES with VAT Act.

13.4 Any variation to the quantities other than those stipulated in this bid document shall be approved by the Bid Adjudication Committee.

13.5 Payments shall be done normally within 30 days after receipt of an acceptable, valid invoice.

**14. AMENDMENT OF BID CONDITIONS, ORDER STIPULATIONS OF BID, ETC.**

14.1 No agreement to amend or vary the bid conditions or order or stipulations of bid shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by contracting parties subject to approval by the departmental **Bid Adjudication Committee** and the Head of the Department.

**15. CANCELLATION**

15.1 The Department reserves the right to cancel the bid. Such cancellation shall be published in the print media and/or Departmental Website.

**16. COMPLETENESS OF THE BID DOCUMENT**

16.1 The Bid will only be considered if it is correctly completed in all respects and accompanied by all relevant and other necessary and applicable information/documents, i.e. signatures should be appended where required and documents called for should be submitted. (This section must be read together with Clause 4 of Section A: Special Instructions and Notices to Bidders Regarding the Completion of Bidding Forms.

**17. SUBMISSION OF BIDS**

- 17.1 Bids are to be submitted to the offices of the Department of Education, ground floor entrance, 228 Pietermaritz Street, Pietermaritzburg before 11:00am. All bids are to be deposited in the bid box situated at the reception area. Late bids will not be accepted.
- 17.2 Documents submitted by Bidders will not be returned.

**18. EXPENSES INCURRED IN PREPARATION OF BIDS**

- 18.1 The department will not be responsible for any expenses or losses which the bidder may incur in the preparation of this bid.

**19. COMPUTERIZED BID DOCUMENTS**

- 19.1 Submission of reproduced computer printouts or faxed bid documents will not be accepted.

**20. NOTIFICATION OF AWARD OF BID**

- 20.1 The publication of an intention to award will be advertised in the same media as the invitation to bid.
- 20.2 Notification of award of a bid shall be in writing to the successful bidder/s by a duly authorised official of the department.
- 20.3 The letter of acceptance of the bidder's offer or an official order note constitutes a legal and binding contract.

**21. CONTRACT AND SERVICE LEVEL AGREEMENT**

- 21.1 The successful bidder will be required to sign SBD 7.1 – contract form of the bid document with the KwaZulu-Natal Department of Education.
- 21.2 The bid document constitutes a legal document and the binding contract.
- 21.3 Where necessary the Department may request a Service Level Agreement to be signed.

**22. QUERIES FROM THE BIDDERS**

- 22.1 There shall be no telephone enquiries or emailed queries. Any queries regarding this bid will be addressed at the briefing session.

**23. JOINT VENTURES/CONSORTIUM**

- 23.1 Any Bid by a Joint Venture (JV)/ Consortium must be accompanied by a copy of a duly signed Joint Venture Agreement. Such agreement must specify the portion of the bid to be undertaken by each participating entity.
- 23.2 Parties to the JV/Consortium must all sign the JV Agreement and the minutes of the meeting must be submitted with the bid at the closing date.
- 23.3 In terms of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act 5 of 2000, a trust, consortium or joint venture must submit a consolidated BBBEE Status Level Verification Certificate for every separate bid.
- 23.4 Should the parties enter into a JV, the JV Agreement should reflect a lead partner and the following nominations:-
  - 24.3.1 Bank account to be used for the purpose of this Bid or Contract.
  - 24.3.2 authorized representative and signatory.
  - 24.3.3 Authorized letterhead, address, etc.
  - 24.3.4 Joint venture of B-BBEE certificate.

## **24. COMMUNICATION, MEDIA RELEASES, ETC**

- 24.1 Bidders shall not in any way communicate with the press, or any representative of the written or electronic media, on a question affecting this bid during the period between the closing date for the receipt of bids and the dispatch of the written notification of the Department of Education, which on receipt of such report may, at their discretion, disqualify the bidder concerned. All rights of publication on articles in the media, together with any advertising relating to, or in any way concerned with this project shall vest in the Department of Education. The successful Bidder shall not, without the written consent of the Department of Education, cause any statement or advertisement to be printed screened or aired by the media.

## **25. COMMUNICATION WITH MEMBERS OF THE BID COMMITTEE**

- 25.1 A bidder shall not in any way communicate with a member of a Bid Committee or with any officer, agent, or representative of the Department of Education on a question affecting any contract for the supply of goods or for any work, undertaking or service which is the subject of a bid during the period between the closing date for receipt of bids and the dispatch of the written notification of the decision on the award of the Contract provided that a bidder shall not hereby be precluded:
- 25.1.1 at the request of the Department of Education or his authorized representative, from furnishing him with additional information or with a sample or specimen for testing purposes or otherwise or from giving a demonstration so as to enable the recommendation on the award of the Contract to be formulated;
  - 25.1.2 at the request obtained from the Department of Education or his authorized representative, information as to the date upon which the award of the Contract is likely to be made or, after the decision upon the award has been made by the Bid Committee to which the Department of Education had delegated its powers, information as to the nature of the decision or such information as was publicly disclosed at the opening of bids or from submitting to the Department of Education in writing any communication relating to this bid or the award of the Contract or for leave to withdraw his bid;
  - 25.1.3 contravention of paragraph 25.1.1, as previously described, or any attempt to contravene such paragraph shall be reported to the Department of Education which may on receipt of such report either disqualify the bid of the bidder concerned or submit a report thereon to the Bid Committee of the Department of Education which may disqualify the bid.

## **26. CESSION OF BID**

- 26.1 Any cession of a bid will only be accepted after the relevant approval has been obtained from the Department of Education in conjunction with the KZN Provincial Treasury.

## **27. UNDERTAKING**

- 27.1 In the event of there being any change in the nature of the Contractor including, but not limited to, *inter alia*, it's:-
- 27.1.1 Directors, shareholdings, membership and/or management;
  - 27.1.2 Constitution, memorandum and/or articles;
  - 27.1.3 Service providers, partners, joint venture entities and/or subcontracting parties;
  - 27.1.4 HDI, BEE and/or SMME status;
  - 27.1.5 Locality of principle place of business, branch offices and/or warehouses;
  - 27.1.6 Any changes ancillary to the above;
- 27.2 The Contractor undertakes, were possible, to inform the Department as least thirty (30) days before the above changes are effected of the details of the proposed changes.
- 27.3 Alternatively, the Contractor undertakes that there shall be no material changes in the nature of the Contractor for the duration of this contract, including, but not limited to, *inter alia*, the following:-
- 27.3.1 Directors, shareholdings, membership and/or management; trustees;

- 27.3.2 Constitution, memorandum and/or articles; trustee;
  - 27.3.3 Service providers, partners, joint venture entities and/or subcontracting parties;
  - 27.3.4 HDI, BEE and/or SMME status;
  - 27.3.5 Locality of principle place of business, branch offices and/or warehouses;
  - 27.3.6 Any changes ancillary to the above;
- 27.4 However, in the event of any of the above changes being anticipated, the Contractor undertakes to immediately inform the Department alternatively at least thirty (30) days prior to the proposed changes.
- 27.5 The Contractor furthermore undertakes to immediately inform the Department should the Contractor, any of its directors, members, partners, service providers, subcontractors or managers:-
- 27.5.1 has been listed on the national Treasury's Database as entities prohibited from doing business with the public sector;
  - 27.5.2 has been listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004);
  - 27.5.3 has been charged or convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption;
  - 27.5.4 has died or ceased to exist;
  - 27.5.5 has a civil judgment taken against it/them by a court of law or any other competent authority;
  - 27.5.6 or their estates being placed under judicial management or being provisionally or finally sequestered or liquidated.
  - 27.5.7 In the event of the Contractor failing to act as aforesaid, the Department will be at liberty to, in its discretion, exercise any one or a combination of the following remedies:-
  - 27.5.8 immediately cancel the contract;
  - 27.5.9 revisit the contract and issue directives with regard to the remaining term of the contract;
  - 27.5.10 engage the services of other parties and service providers;
  - 27.5.11 engage the service of the next favourable bidder;
  - 27.5.12 exercise the remedies available to it in terms of the provisions of paragraph 11 of the General Conditions of Contract;
  - 27.5.13 recover from the Contractor all costs, losses or damages incurred or sustained by the Department as a result of the award of the contract;
  - 27.5.14 cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation;
  - 27.5.15 Cash in any securities, utilise deposits and/or withhold any payment due to the Contractor in lieu of damages.

## **28. EVALUATION CRITERIA**

The Evaluation Criteria will consist of the following steps:

### **28.1 Step1 – Administrative Compliance**

Check and verify compliance with the submission and completion of compulsory bid documents. Failure to comply with any of the sections contained in the bid document that constitute step one will lead to disqualification. The following documentation must be completed, each page initialed and submitted:

<b>Compulsory Bid Forms</b>	
<b>PART A</b>	PART A: INVITATION TO BID ( <b>SBD 1</b> )
<b>PART B</b>	TERMS AND CONDITIONS FOR BIDDING ( <b>SBD 1</b> )
<b>SECTION A</b>	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID
<b>SECTION B</b>	REGISTRATION ON CENTRAL SUPPLIERS DATABASE
<b>SECTION C</b>	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS
<b>SECTION D</b>	OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE
<b>SECTION E</b>	PRICING SCHEDULE ( <b>SBD 3</b> )
<b>SECTION F</b>	DECLARATION OF INTEREST ( <b>SBD 4</b> )
<b>SECTION H</b>	PREFERENCE POINTS CLAIM FORM ( <b>SBD 6.1</b> ) AND SWORN AFFIDAVIT FORMS
<b>SECTION K</b>	GENERAL CONDITIONS OF CONTRACT
<b>SECTION L</b>	SPECIAL CONDITIONS OF CONTRACT
<b>SECTION M</b>	AUTHORITY TO SIGN THE BID
<b>SECTION N</b>	TERMS OF REFERENCE
<b>SECTION O</b>	CERTIFICATE OF COMPLIANCE WITH BID DOCUMENTATION

### 28.2 Step 2 – Submission of Schedules (Supporting Documents)

Check and verify the submission of supporting documents by bidders who comply with Step 1. Failure to submit any of the required supporting documents or submission of non-compliant supporting documents will lead to disqualification. All submitted schedules must be initialed and stamped.

<b>Schedules / Supporting Documents</b>	
<b>SCHEDULE 1</b>	An original or certified copy of a resolution letter as per Section M
<b>SCHEDULE 2</b>	Ck or company registration document and certified copies of ID documents for directors / members
<b>SCHEDULE 3</b>	Written confirmation from the Original Equipment Manufacturer (OEM) appointing the bidder as installers/maintenance service providers of the proposed solution
<b>SCHEDULE 4</b>	Company Profile and contactable references
<b>SCHEDULE 5</b>	Detailed proposal as per the Terms of Reference
<b>SCHEDULE 6</b>	A letter of good standing for COIDA (Workmen's Compensation Fund) from the Department of Labour not older than 12 months
<b>SCHEDULE 7</b>	Public Liability Insurance cover for R 5 million or more or a quotation not older than 3 months

### 28.3 Step 3 - Functionality

Bidders who comply with Step 1 and Step 2 will be scored on the functionality criteria tabled below.

## FUNCTIONALITY

CRITERION	SCORING	MAXIMUM TO BE AWARDED	MEANS OF VERIFICATION
<b>1. Relevant Experience</b>	<b>30</b>	<p>Experience of similar projects undertaken in the past:</p> <ul style="list-style-type: none"> <li>• 1 project submitted = 10 points</li> <li>• 2 projects submitted = 20 points</li> <li>• 3 projects submitted = 30 points</li> <li>• Non-submission or irrelevant projects submitted = 0 points</li> </ul> <p><b>Failure to score the full 20 points will lead to disqualification.</b></p>	<p>Projects undertaken by the bidder. For each project provide the following:</p> <ul style="list-style-type: none"> <li>• purchase orders and completion certificates or signed reference letters with contactable references. The description, value and duration of each project must be stated.</li> </ul>
<b>1. Human Resources</b>	<b>35</b>	<p><b>Qualified IT Technicians with relevant experience and qualifications.</b></p> <p>Bidders will score points as follows:</p> <ul style="list-style-type: none"> <li>• 20 points for submitting a minimum of 2 CVs with valid qualifications and valid driver's licenses.</li> <li>• 15 points for relevant experience.</li> </ul> <p><b>Failure to score the full 35 points will lead to disqualification.</b></p>	<p>Bidders must submit the following documents:</p> <ul style="list-style-type: none"> <li>• A minimum of 2 detailed CVs, valid qualifications and valid driver's licenses of qualified I.T. technicians.</li> <li>• CV with a minimum of N+ and A+ or higher, with 5 years' experience.</li> </ul>
<b>2. Project Implementation Plan</b>	<b>25</b>	<p>The bidder is required to provide a Project Implementation Plan for where the following minimum activities (which are not mutually exclusive) needs to be planned.</p> <ul style="list-style-type: none"> <li>• Initial Assessment (5 points)</li> <li>• Installation of New equipment (5 points)</li> <li>• Testing/ Commissioning (5 points)</li> <li>• Training (5 points)</li> <li>• Warranty and Maintenance plan (5 points)</li> </ul> <p><b>Failure to score the full 25 points will lead to disqualification.</b></p>	<p>Detailed proposal inclusive of a Project Plan that includes the following activities:</p> <ul style="list-style-type: none"> <li>• Initial Assessment</li> <li>• Installation of New equipment</li> <li>• Testing / Commissioning</li> <li>• Training</li> <li>• Warrantee and Maintenance plan</li> </ul>



<b>3. Brochure</b>	<b>25</b>	<p>Bidders are required to submit a detailed brochure confirming the system's compliance with the specification of the bid and written confirmation from the manufacturer installers/maintenance service providers of the proposed solution.</p> <p>25 Points for submission of a brochure that is compliant with the specification</p> <p>0 Points for non-submission or submission of a brochure that is not fully compliant with the specification</p> <p><b>Bidders must score the full 25 points on this category, failure to score maximum points will lead to disqualification.</b></p>	<p>Bidders must submit:</p> <ul style="list-style-type: none"> <li>• A brochure with detailed information demonstrating compliance with specification.</li> <li>• Brand name must be indicated.</li> <li>• Written confirmation from the Original Equipment Manufacturer (OEM) appointing the bidder as installers/maintenance service providers of the proposed solution</li> </ul>
<b>Total points for functionality</b>			<b>115 points</b>
<b>Minimum points for functionality</b>			<b>105 points</b>

**Bidders who score less than 105 points for functionality will not be considered further in the evaluation process.**

#### **28.4 Step 4: Price and Specific Goals**

28.4.1 This bid will be evaluated using the 80/20 preference point system, 80 points for price and 20 points for specific goals.

28.4.2 Bidders must comply with SBD 6.1 Declaration form to claim preference points and submit the following documents:

- i. A valid BBBEE Certificate or Sworn Affidavit
- ii. Proof of company registration or CK document
- iii. Certified copies of ID documents for directors /members
- iv. A Medical Report issued by a registered medical practitioner as proof of disability (if applicable)

**28.4.2 Bidders who fail to submit valid documentation will not be allocated preference points.**

## SECTION M

### TERMS OF REFERENCE / SPECIFICATION

#### 1. DEFINITIONS

- 1.1. **DOEPE** means the Department of Education Provincial Exams in the KwaZulu-Natal.
- 1.2. **Head** means the officer appointed to the post of Head of the Department, who has signed this contract and shall include any person acting in that capacity.
- 1.3. **Contractor** means the person or persons, partnership, firm or company or close corporation, etc. whose quotation for this work has been accepted, and who has, or have, signed this Contract, and shall include his or her heirs, executors, administrators, successors, and any representative, duly appointed, with the consent in writing of the Employer.
- 1.4. **Team** means person or persons representing or acting on behalf of the Contractor in the execution of this Contract.
- 1.5. **Written instructions** mean any printed, typed or written documents or letter signed by or on behalf of the Head and addressed to the Contractor for the purpose of his guidance, direction or instruction.
- 1.6. **Departmental Security Manager** (DSM) shall be understood as the Client.
- 1.7. **Internal CCTV Cameras shall be understood to include;** camera (IP) Discreet surveillance camera (Dome) with built in infra-red illumination.
- 1.8. **External CCTV Cameras shall be understood to include;** camera (IP) Outdoor ready bullet camera with built in infra-red illumination.
- 1.9. **Control Room shall be understood** to be the main room designated to view and manage all security operations on site.
- 1.10. **Contract** shall mean the agreement entered between the KZN Department of Education and the successful Bidder.
- 1.11. **Successful Tenderer** shall be the service provider that is awarded this contract.
- 1.12. **Manufacturer's Manuals** shall be understood to be the documentation supplied by the manufacturer.
- 1.13. **Tenderer** shall be understood as the entity bidding for this contract.
- 1.14. **NIST** shall be understood as the National Institute of Standards and Technology

#### 2. PURPOSE

- 2.1. The purpose of this Request for Proposal ("RFP") is to source a Service Provider to decommission the current security systems (CCTV and Access control) and to supply and commission a new security system at the Department of Education Examination offices.

#### 3. INTRODUCTION

- 3.1. Office security has always been a critical component in securing office areas and protecting staff and information contained within the office space and institutions.
- 3.2. With the increased of digitalization in business processes, and increased cyber threats, the protection of physical office spaces, including the information, assets contained within the office space and institutions, has become even more critical.

- 3.3. The convergence of information technologies as well as the increased security threats, both physical and cyber, is necessitating the convergence of security technology and systems to ensure that organisations are protected from both physical and cyber threats.
- 3.4. The **DOEPE** realises that to survive in the information and technological advancement, it must strategically embrace, meet and counter the vast array of challenges associated with security as a whole.
- 3.5. **DOEPE** is committed to ensuring a safe working environment whilst maintaining control of its assets and information by providing the necessary security within its environment.

#### **4. SCOPE OF SERVICES**

- 4.1. The **DOEPE** requires an experienced Service Provider to execute and/or provide the following:
  - 4.1.1. Supply and Install new CCTV System and Access Control (“AC”) system
  - 4.1.2. Testing and commissioning;
  - 4.1.3. Support and maintenance of the CCTV and BAC solutions; and
  - 4.1.4. Training and documentation

#### **5. DETAILED REQUIREMENTS**

- 5.1. The Bidders must demonstrate their company experience in the provision of the required services and systems as per Section 5 to 13 of this RFP.
- 5.2. The Bidders must provide detailed CV’s of the team members who will form part of the implementation team and must clearly indicate the relevant qualifications, certification and experience in the provisioning of the proposed solutions for each individual team member.
- 5.3. Technical leads must have minimum five (5) years relevant experience. In the event that these team members are not available during the execution of the project, they must be replaced with equivalent or better qualified individuals.
- 5.4. The Bidders must ensure that the CVs submitted are for the individuals who will be committed to carry out the works as specified by this RFP.
- 5.5. Bidders must be accredited to supply and/or install and/or maintain the proposed solutions.
- 5.6. Bidders will be required to submit and maintain a complete safety file as per Occupational Health and Safety Act 85 of 1993 and related regulations requirements for the duration of the project.
- 5.7. Where possible, current systems and / or system components (access control and CCTV) should be retained / redeployed to ensure that costs are contained.
- 5.8. Reliability and accuracy of the proposed solutions are extremely important.
- 5.9. All existing equipment that will be reused must be serviced during the implementation of the new solution.

- 5.10. Bidders will be responsible for project management of the planning, deployment, testing, commissioning and training phases of the project, following a **DOEPE** Approved Project Management Methodology.
- 5.11. The proposed solution must be sustainable for a period of five (5) years.

## 6. SUPPLY AND INSTALL NEW CCTV SYSTEM

- 6.1. Camera placement may not compromise individual privacy, *e.g. camera should not be placed directly above a User's workstation (in-line with section 127 of Criminal procedure act 51 of 2000).*
- 6.2. Cameras must comply with the following
  - 6.2.1. Wide range of view;
  - 6.2.2. Zoom functionality;
  - 6.2.3. Adequate light management including compensating for areas with excessive backlight
  - 6.2.4. Ability to clearly identify a person, as well as items being carried by said person at a maximum distance of 15m in any light condition;
  - 6.2.5. Dome type, tamper / vandal proof cameras to be used; and
  - 6.2.6. IP network cameras must be used
  - 6.2.7. The CCTV management system must comply with the following minimum functionality:
  - 6.2.8. Real time smart alerting via email and SMS for movement in out of-bound / sensitive locations to **DOEPE** officials and Security Operations Centre via syslog or email;
  - 6.2.9. Integrate with access control system to identify possible intrusion, followed by face recognition (for executive management) and tracking;
  - 6.2.10. Time based alerting for User in / out and sensitive areas;
  - 6.2.11. Real time recording and alerting of movement for entrance / exits depending on time, as well as for sensitive areas in conjunction with access control system;
  - 6.2.12. Integration / alerting to **DOEPE's** Security Operation Centre (SOC).
  - 6.2.13. Face recognition and tracking (live view and recorded view);
  - 6.2.14. Remote viewing capabilities (web and smart phone app);
  - 6.2.15. Tracking of specific individuals throughout the office space during playback;
  - 6.2.16. Option for Off-site backups for recorded footage;
  - 6.2.17. Capabilities of writing the video recordings to external media for forensic investigation purposes;
  - 6.2.18. Recorded footage must be stored and be available for a minimum period of 3 months;
  - 6.2.19. Recorded footage older than three (3) months must be stored and be available on a secure off-line system beyond three (3) months period;
  - 6.2.20. The department is a custodian of the backup, any recorded footage, videos generated will belong to the department.

- 6.2.21. Role based access to enforce segregation of duties – different access levels must determine which functions the operators are permitted to access.
- 6.2.22. Live monitoring of the CCTV cameras shall be done via a dedicated remote monitoring station.
- 6.2.23. Alerting to external control room via syslog or e-mail.
- 6.2.24. The appointed service provider shall provide a floorplans indicating where CCTV coverage should be installed. That Floorplans must be provided and approved by the Departmental Security Manager.
- 6.2.25. Decommissioning and installation of the new system to be undertaken within two months from awarding of tender.

## 7. SUPPLY AND INSTALL NEW ACCESS CONTROL (“AC”) SYSTEM

- 7.1. With the Management system functionality such as:
  - 7.1.1. Real time alerting to **DOEPE** officials and Security Operations Centre via email and syslog;
  - 7.1.2. Remote access capabilities (web and smart phone app);
  - 7.1.3. Advanced / automated reporting;
  - 7.1.4. Remote access to the system for viewing activities and performing administrative tasks;
  - 7.1.5. Access data must be secured and encrypted during transmission and when stored, with industry accepted mechanisms

## 8. INTEGRATION OF CCTV AND AC SYSTEMS

- 8.1.1. The CCTV and AC systems must integrate to provide a holistic management tool for office security.
- 8.1.2. The management of the systems should preferably be via a single console or portal.
- 8.1.3. The solution must be capable of providing trend analysis and analytics.

## 9. TRIAL PERIOD

- 9.1. A trial period of one (1) week to test the functionality of the system is required before the entire solution is deployed.
- 9.2. CCTV coverage on a designated floor area;
- 9.3. All integration requirements;
- 9.4. Real time alerting to **DOEPE** officials and SOC from both CCTV and BAC;
- 9.5. The trial period shall commence after 10.2 – 10.5 have been implemented and tested successfully.
- 9.6. Should the trial period not be successful?
  - 9.6.1. Not all functionality provided and/or requirements not met as per approved proposal specification, the bidder shall be responsible to resolve the issues at their own cost, within ten business days, before the deployment of the entire system commences.

- 9.7. **DOEPE** reserves the right to cancel the contract if the bidder is unable to meet the stipulated and agreed requirements. Should the contract be cancelled, **DOEPE** will not be held liable for any costs incurred by the bidder unless the cancellation of the contract is as a result of **DOEPE** not meeting the necessary requirements.
- 9.8. **Trial Period**
- 9.8.1. A trial period of one week to test the following as a minimum:
- 9.8.2. Tracking of unauthorised entrants through the office area to test integration of CCTV and AC, facial recognition and subject tracking;
- 9.8.3. Detection of tailgating and tracking the subject through the office areas;
- 9.8.4. Real time alerting to **DOEPE** officials and SOC from both CCTV and AC
- 9.9. The service provider shall, at their cost, ensure that the services of a competent, Original Equipment Manufacturer (“OEM”) certified technical representative of each different component is provided to technically supervise and participate during testing, calibration and commissioning of the systems.
- 9.10. Final inspection and acceptance: During final inspection, OEM certified technical representative shall demonstrate the system features, performance and operation.
- 9.11. The service provider shall provide, at their cost, a suitably qualified representative(s) on site for a minimum period of two (2) weeks starting directly after commissioning to ensure smooth adoption of the new system and to immediately assist with resolving issues.

## 10. SUPPORT AND MAINTENANCE OF THE CCTV AND BAC SOLUTIONS

- 10.1. CCTV and AC Systems must be maintained on a regular basis in line with industry best practices.
- 10.2. Maintenance must include physical and system maintenance.
- 10.3. Bidders must propose and cost for a maintenance schedule for the CCTV & BAC Systems. Provision must be made for support in line with the following service level requirements:
- 10.3.1. **High** – Onsite within 4 business hours (Same day service);
- 10.3.2. **Medium** – Onsite within 8 business hours (Next business day service); and
- 10.3.3. **Low** – Onsite within 16 business hours (Service within 2 business days).
- 10.4. A comprehensive warranty of 2 years effective from the date of installation and commissioning at no cost to the department. Warranty must cover hardware, software, workmanship and any other fault.
- 10.5. The maintenance contract of this bid shall be three (3) years, effective at the lapse of the two (2) year guarantee / warrantee period.
- 10.6. Technicians should be on site for at least two months after the installation and commissioning and user support to be ongoing.
- 10.7. The tasks must include regular firmware updates / security fixes of all system components to ensure efficient systems operation and protection against any security vulnerabilities.
- 10.8. Provision must be made for 24/7/365 telephonic support for the duration for the support contract



## 11. TRAINING AND DOCUMENTATION

- 11.1. Training of operators and security personnel (minimum 4 people) forms part of the service requirements. This includes certified operators and administrators' training which shall commence during the commissioning period of the systems.
- 11.2. The Bidder shall supply the following documentation post implementation:
  - 11.2.1. As-built drawings in PDF format, minimum A3 in size, on a USB drive.
  - 11.2.2. Comprehensive maintenance and operating manuals of the system installed in accordance with all requirements of this specifications.
  - 11.2.2. The manuals shall be detailed and shall be written to enable any supplier or maintenance organization to maintain the system after end of this contract.
- 11.3. Manuals shall contain the following as a minimum requirement:
  - 11.3.1. Operating instructions;
  - 11.3.2. Fault finding procedures (flow diagram);
  - 11.3.3. Specification sheet of each system component;
  - 11.3.4. Commissioning parameters (test values/settings);
  - 11.3.5. Details of suppliers and/or manufacturers, (Name, address, contact details) for all components or systems implemented during the project;
  - 11.3.6. The implementation shall be deemed incomplete until the documentation has been submitted and approved by **DOEPE**.

## 12. SECURITY SCREENING

- 12.1. The Service Provider may, with due regard to competition laws, be subjected to periodic information security assurance assessments.
- 12.2. The Service Provider will be responsible to address any shortcomings identified during these assessments at their own expense.
- 12.3. **DOEPE** reserves the right to review, and reject or approve, the changes implemented to address the shortcomings. The assessments will be based on the level of access to **DOEPE**'s security systems that is granted to the Service Provider.
- 12.4. The security system must be of a two-year project that includes implementation, testing and commissioning.

## 13. SUBMISSION REQUIREMENTS

Bidders are required to demonstrate understanding of the requirements of this RFP by returning bid proposals inclusive of the following information that forms part of the bid evaluation:

### 13.1. Company Experience and Expertise

- 13.1.1. Clear and detailed company experience and expertise in providing similar solutions are requested in this RFP.
- 13.1.2. Bidders must provide evidence of their vendor accreditation relevant to the solution or products that would be implemented.
- 13.1.3. Bidder must provide three (3) contactable references where a similar solution was implemented.



## **13.2. Project Team Qualifications and Experience**

- 13.2.1. Clear and detailed CV's of team members who will be tasked to implement, maintain, and support the proposed solution.
- 13.2.2. Bidders must provide evidence of the proposed project team members' OEM accreditation relevant to solution or products that will be implemented. Bidders must provide a breakdown of the project team members indicating their role and responsibilities in the project.

## **13.3. Project implementation plan**

Bidders must submit a detailed project plan and methodology describing the manner in which the required scope of work as set out in Section 4 above of this RFP will be executed and must include, but not limited to the following:

- 13.3.1. Draft project plan indicating timelines and resources; and
- 13.3.2. The approach that will be adopted in the execution of these services.
- 13.3.3. New technological demands and vulnerability in the current security system.

## **13.4. Assessment of the departmental buildings**

- 13.4.1. The bidder must clearly describe the approach and the methodology that will be followed to assess the departmental buildings.
- 13.4.2. A report detailing the findings (issues and shortcoming) must be provided.

## **13.5. Supply and install CCTV System**

- 13.5.1. The bidder must clearly describe the approach and the methodology that will be followed to supply and install system to align with the requirements of this RFP.
- 13.5.2. The bidders must propose a clear and detailed solution that meets all the requirements as detailed in this RFP, including addressing the issues and shortcomings identified in the assessment Phase of the project;
- 13.5.3. A detailed list and full specifications of all components (hardware and software) that will be used in the final proposed solution must be provided.
- 13.5.4. An architecture diagram of the entire proposed solution must be provided.
- 13.5.5. The architecture diagram must clearly show the following:
  - (a) Connectivity between the various system components;
  - (b) Data flow; and
  - (c) Integration with Access Control system, IT systems, and Security Operations System
- 13.5.6. Any requirements applicable to **DOEPE** must be provided

## **13.6. Supply and install Access Control ("AC") system**

- 13.6.1. The bidder must clearly describe the approach and the methodology that will be followed to supply and install Access Control system to align with the requirements of this RFP.
- 13.6.2. A detailed list and full specifications of all components (hardware and software) that will be used in the final proposed solution must be provided.
- 13.6.3. An architecture diagram of the entire proposed solution must be provided. The architecture diagram must clearly show the following:

- (a) Connectivity between the various system components;
  - (b) Data flow; and
  - (c) Integration with Access Control system, IT systems, and Security Operations Centre.
- 13.6.4. Any requirements applicable to **DOEPE** must be provided.

### **13.7. Integration of systems**

13.7.1. The bidder must clearly and in detail describe how the various systems will integrate and how the integrated systems would meet the requirement of a holistic office security system.

### **13.8. Trial Period**

13.8.1 The bidder must clearly and in detail describe:

- (a) How the period would be executed; and
- (b) How shortcoming or non-compliance to requirements will be resolved.

### **13.9. Testing and commissioning**

13.9.1. A comprehensive testing and commissioning plan for the entire solution must be provided that detail as a minimum:

- (a) Activities that will be performed during the testing;
- (b) Items that will be tested;
- (c) User acceptance and sign-off

### **13.10. Support and maintenance of the CCTV and AC solutions**

The Bidders must provide the following:

13.10.1. Maintenance schedule that will be followed with clear and detailed description of maintenance activities to be performed;

13.10.2. Sample SLA that would be signed between **DOEPE** and Service Provider indicating:

- (a) Service levels;
- (b) Maintenance schedule and tasks;
- (c) Support procedure; and
- (d) Escalation procedure.

### **13.11. Training and documentation**

13.11.1. The bidders must clearly and in detail describe how the training will be executed including:

- (a) Course objectives;
- (b) Course content to be covered;
- (c) Duration of course; and
- (d) Training material that would be provided.

13.11.2. The bidders must clearly and in detail describe the documents that will be provided, before, during and after the project is complete. Samples of the relevant documents must be provided for evaluation.

#### **14. PREPARATION OF PROPOSAL**

14.1. **DOEPE** shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

#### **15. CONTRACT NEGOTIATION**

15.1 **DOEPE** reserves the right to negotiate with any company/supplier submitting a response to alter, clarify, or further enhance the company's proposals and/or any contract arising out of the acceptance of the response. In the evaluation of the proposal, the pricing submitted will be considered the best and final pricing.

## OFFICES AND HARDWARE FOR THIS PROPOSAL

### OFFICES

#### 1.1. Malgate Building

1.1.1. Ground floor printing and admin offices

#### 1.2. Malgate Building First Floor

“The above list of Offices is not an exhaustive list of departmental offices. The department reserves the right to add other offices during the life of this contract.”

### HARDWARE

1. Access Control system
2. Closed Circuit Television Surveillance System (CCTV)
3. 42 inch screens (Control Room)
4. CCTV control room equipped with control mechanism and instant playback mechanism
5. Emergency backup power failure system

The above list of hardware is not an exhaustive list that the department requires for this service. Service provider is welcome to propose other hardware for this service.

6. A 24 hour backup system is required and controlled by DOEPE.

# COSTING INSTRUCTION

## 1. Costing Structure

- 1.1. Service Providers must execute the required services as articulated in Section 4 of this RFP optimally such that the time and resources are planned, deployed, and monitored to maximum efficiency and minimum costs.
- 1.2. **Service Providers are required to return their proposal inclusive of a detailed pricing schedule indicating the cost per deliverable as follows:**
  - 1.2.1. Project Management (for the planning, deployment, testing and commissioning, training)
  - 1.2.2. Decommissioning of existing system
  - 1.2.3. Supply and installation of new CCTV System
  - 1.2.4. Supply and installation of new Access Control (“AC”) system
  - 1.2.5. Integration of CCTV and BAC systems
  - 1.2.6. Training and documentation
  - 1.2.7. Support and maintenance of the CCTV and AC solutions for period of Five (5) years
2. The quote should include all necessary resources needed for supply, installation and support.
3. The Service provider is responsible for due diligence and a site survey before submitting a proposal.

**SECTION N**

**AUTHORITY TO SIGN A BID**

**BIDDERS MUST COMPLETE THE RELEVANT APPLICABLE SECTION: A, B, C, D, E, F & G HEREUNDER**

**A. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid

on behalf of (Name of Close Corporation) .....

**SIGNED ON BEHALF OF CLOSE CORPORATION:** ..... (PRINT NAME)

**IN HIS/HER CAPACITY AS** ..... **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:**

1.....

2.....

**B. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on.....20....., Mr/Mrs.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....  
(PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:**

1. ....

2.....

**C. SOLE PROPRIETOR (ONE – PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am the  
sole owner of the business trading as .....

.....

.....  
**SIGNATURE**

.....  
**DATE**

**D. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as.....

hereby authorise .....to sign this bid as well as any

contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

.....  
**SIGNATURE**

.....  
**SIGNATURE**

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**DATE**

.....  
**DATE**



**E CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of co-operative).....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:**

.....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:** .....

**NAME IN BLOCK LETTERS:** .....

**WITNESSES:**

1. ....

2.....

**F JOINT VENTURE**

If a Bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the joint venture partners on.....20.....,

Mr/Mrs....., Mr/Mrs.....

Mr/Mrs.....and Mr/Mrs.....

(whose signatures appears below) has been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....

(PRINT NAME)

**SIGNATURE:** .....

**DATE:** .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF COMPANY: .....

(PRINT NAME)

SIGNATURE: .....

DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF COMPANY: .....

(PRINT NAME)

SIGNATURE: .....

DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF COMPANY: .....

(PRINT NAME)

SIGNATURE: .....

DATE: .....

**G. CONSORTIUM**

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on.....20.....,

Mr/Mrs..... and Mr/Mrs..... (whose signatures appears below)

has been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium) .....

IN HIS/HER CAPACITY AS: .....

SIGNATURE: .....

DATE: .....

SECTION 0

**Certificate of Compliance with Bid Documentation**

It is certified that I/We

\_\_\_\_\_

(Name of bidding entity)

- 1) have read through and fully understood all the requirements of the Bid Documents and any other associated documents.
- 2) am/are willing to submit the Bid based on all the Conditions of Contract, as described, and shall comply with all the terms and conditions of this Contract, as well as provide all annexures and schedules stipulated.
- 3) have witnessed the demographics of the Province and studied requirements and acknowledged all restrictions, etc thereto.
- 4) acknowledge, understand and confirm full acceptance of the specification incorporated in this Bid document, and that failure to comply with the submission of a completed bid document as well as failure to submit all relevant Annexures and Schedules will result in the immediate disqualification of the bid submitted.

NAME AND SURNAME IN BLOCK LETTERS: \_\_\_\_\_

(Duly authorized)

\_\_\_\_\_

DESIGNATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY STAMP

**SECTION P**

**PAST / CURRENT EXPERIENCE**

A schedule reflecting the number of bids or contracts secured by the Bidding entity and/ or their individual Directors, members, trustees and partners.

<b>No.</b>	<b>Name of Client</b>	<b>Description of Goods or Services</b>	<b>Contract Value</b>	<b>Start Date</b>	<b>End Date</b>	<b>Contact Person</b>	<b>Telephone No of Contact Person</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

**OFFICIAL COMPANY STAMP**

.....  
**Surname and Initials of Representative**

.....  
**Signature**