REQUEST FOR TENDER

FOR

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE UPGRADE AND INTEGRATION OF EXISTING SECURITY SYSTEMS INCLUDING BIOMETRIC ACCESS CONTROL, ALARMS AND CCTV, AT THE NATIONAL ZOOLOGICAL GARDEN IN PRETORIA

Tender No: SANBI NZG: 324/2019
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1. BACKGROUND

The South African National Biodiversity Institute (SANBI) is committed to ensure a safe working and high performance environment whilst maintaining control of its assets by providing the necessary security at its gardens.

The existing electronic security system at the National Zoological Garden (NZG) includes biometric access control, Closed Circuit Television Surveillance (CCTV), and alarms. The existing systems require extension and upgrading in order to achieve the objective of safeguarding SANBI’s assets and provide a safe environment for SANBI’s visitors.

The Service Provider should be able to, among others:

- Assess, repair and install hardware and software where necessary for the biometric access control security system which controls access to restricted buildings within the NZG, and integration thereof into the current system;
- Repair existing CCTV cameras and replace those that cannot be repaired; and
- Install new alarm systems in three buildings.
- Test and commission the new installations;
- Provide as-built drawings upon completion of the installation.
- Service and maintain the new installation for a period of 12 months post commissioning.

The Service Provider must comply with all relevant government legislation as well as with SANBI’s Terms and Conditions including those specified in the Service Level Agreement.
2. INVITATION TO TENDER

Tenderers are hereby invited to tender for the provision of security infrastructure to the NZG. The tender process will be co-ordinated by SANBI’s Supply Chain Management (SCM) section.

Manager: Supply Chain Management
National Zoological Garden
Corner Boom and Paul Kruger Streets
232 Boom Street
Pretoria
0183

3. TENDER SPECIFICATION

See Annexure A for the Tender Specification.

4. COMPULSORY SITE MEETING AND BRIEFING SESSION

A compulsory site meeting and briefing session will be conducted at the following date and time:

Date: 15 February 2019
Time: 14:00
Venue: NZG Staff Centre, National Zoological Garden, 232 Boom Street, Pretoria. Entrance via Service Entrance off Boom Street.

5. SUBMISSION OF TENDER

As described in the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that includes Functionality as a Criterion for Evaluation (Issued 3 September 2010), the two envelope system will be used for this bid. Service Providers are to submit one (1) pack of original proposals, marked “ORIGINAL”, with pricing included, in one envelope and three (3) packs of copies, marked “COPY” with pricing excluded in a second envelope.

NB: Financial or pricing details (Annexure C) should ONLY be included in the pack marked “ORIGINAL”. Financial information included in the “COPY” will lead to your bid being disqualified.

NB: Failure to submit 1 pack of original and 3 packs of copies, will lead to your bid being disqualified.
Tenders can be submitted in the Tender Box located in the National Zoological Garden, Administration Building, 232 Boom Street, Pretoria. Entrance via Service Entrance off Boom Street during office hours (08:00 – 16:00).

Tender Number: **SANBI NZG:324/2019**

NB: All documents must be clearly labelled.

Closing date for submissions is **22 February 2019 at 11:00**

Note: E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

Please make use of the attached checklist to ensure that all documents have been supplied.

**6. GENERAL TERMS**

All documents submitted in the response to this Request for Tender (RFT) must be written in English.

Bidders shall not assume that information and/or documents supplied to the NZG at any time prior to this RFT are still available or that they will be considered, and shall not make any reference to such information and/or documentation in their response to the RFT.

Each tender shall be valid for a period of four months (120 days) calculated from the closing date of this tender. Any enquiries in connection with this RFT shall be submitted in writing to Ms. Monica Thapeli at the following e-mail address: **Monica.Thapeli@sanbi.org.za**, referring to your request as:

**Tender number: SANBI NZG:324/2019, THE APPOINTMENT OF A SERVICE PROVIDER FOR THE UPGRADE AND INTEGRATION OF EXISTING SECURITY SYSTEMS INCLUDING BIOMETRIC ACCESS CONTROL, ALARMS AND CCTV, AT THE NATIONAL ZOOLOGICAL GARDEN IN PRETORIA** as the subject.

For any technical information the following person may be contacted:

Ms Chumisa Loyilane, Acting Manager: Engineering and Technical Services,
National Zoological Garden, Pretoria at e-mail: **c.loyilane@sanbi.org.za**

The appointment of a successful Service Provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date,
SANBI reserves the right and shall be entitled to appoint the second contractor or to re-advertise should the second tender not be acceptable.

Tenders must include the following documentation
(Failure to submit this required documentation WILL lead to disqualification):

a) A copy of the company Central Supplier Database (CSD) registration report.
b) The South African Intruder Detection Services Association (SAIDSA) registration certificate as a Service Provider. Such registration must be valid during the period of the contract.
c) Fee/cost structure as for Annexure B including breakdowns and availability of additional staff/services on short notice (NB: This information must only be included in the pack marked “ORIGINAL”. (See Section 5).
d) A valid copy of the Unemployed Insurance Fund (UIF) certificate of compliance issued by the Department of Labour.
e) A valid letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour or a licensed compensation insurer. Joint Venture (JV) company shall provide a valid letter of good standing for each JV partner.
f) The company’s Health and Safety Policy or the Health and Safety Plan.
g) SBD forms including SBD 6.2 (Local content)

Each tender document should also include the following documentation. Failure to submit these documents will not result in disqualification; however, the information contained in them is required for evaluation purposes:

- A copy of the latest Audited Financial Statement.
- Company information and profile: Mission statement and policies with an indication of the management, communication and supervision structures
- A Project implementation plan: This plan must describe the method to be followed in delivering this project and include a weekly plan/programme with milestones for the 3 month installation phase (Including all activities including procurement, delivery to site and installation) and a weekly plan/programme with milestones for the 12-month maintenance and servicing plan for the biometrics and newly installed alarm systems.
- Track record/traceable references for verification purposes: Provide list of similar projects undertaken in the past five years, indicating the name of the client, nature of the project, and value of the project, and for at least five similar projects, provide completion letter/certificate and reference letter including telephonic contact details of the client.
• An original or certified copy of a valid Broad-based Black Economic Empowerment (B-BBEE) Status Level Certificate or sworn affidavit. (Failure to submit this will result in the tenderer not being awarded points).
• A certified copy of Public Liability Insurance Cover for the company and the amount available per claim (minimum R1 million).

Responsibility of the Service Provider

The Service Provider will:
• Be liable for its staff members on site.
• Supervise and give instructions to staff members on site and ensure that the Service Level Agreement (SLA) conditions are complied with.
• Be responsible for all his/her staff’s physical safety, disciplinary action and other requirements.
• Supervise and exercise proper control over all personnel employed by him/her, and shall not hold SANBI responsible for any injury caused to the said personnel.

SANBI has the right:
• To verify any information supplied in the tender documents.
• Not to appoint any Service Provider.
• To cancel or withdraw this RFT at any time without attracting any penalties or liabilities.
• To have the final say in the appointment and that this will be binding.
• To disqualify a tender or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.

7. CONFIDENTIALITY

Any or all information made available to the Service Provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.

8. PREPARATION OF PROPOSAL

SANBI 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.
9. TENDER DOCUMENTATION AVAILABILITY

The tender documents are available from the SANBI website – www.sanbi.org

10. CONTRACT PERIOD

The contract period is 15 months. The upgrade will run for a maximum of three months from the date of appointment followed by 12 months service and maintenance plan for the biometrics and newly installed alarm systems upon commissioning and acceptance of the works.

11. PRICING

Only firm prices will be accepted and quotations must be provided on the company’s letter head as well as in the table below. The price quoted must be fully inclusive of all costs and taxes.
Bid price must be in South African currency; foreign exchange risk is for the account of the Bidder.
Pricing is subject to the addition of Preference Points as stipulated in the section Standard Bidding Document 6.1 Preference claim form.
OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID

Total price calculated in the bid will be used for evaluation purposes. Prices quoted per item are non-negotiable and will be used to inform the total contract value.

NB: Pricing details (ANNEXURE B) should not be included in the envelope marked COPY (Refer to Point 5).

12. COMPLIANCE REPORTS AND MEETINGS

The Service Provider and SANBI will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes which will be signed by both parties during contracting. The SLA will be monitored through compliance meetings which will be held at least monthly or whenever deemed necessary by either party.

13. EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (Issued 3 September 2010), this bid will be evaluated in two stages:
1. The first stage will evaluate functionality according to the criteria listed in the table below.

<table>
<thead>
<tr>
<th>ID</th>
<th>CRITERIA</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Implementation method and project plan or programme</strong></td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>• Method to be followed in delivering this project</td>
<td>(10)</td>
</tr>
<tr>
<td></td>
<td>• Weekly plan/programme with milestones for the 3 month installation</td>
<td>(10)</td>
</tr>
<tr>
<td></td>
<td>phase. (Including all activities including procurement, delivery to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>site and installation)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Weekly plan/programme with milestones for the 12-month maintenance</td>
<td>(5)</td>
</tr>
<tr>
<td></td>
<td>and servicing plan for the biometrics and newly installed alarm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>system</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Main Service Provider’s Experience</strong></td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Similar projects relates to supply and installation of integrated security systems.</td>
<td>(15)</td>
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<tr>
<td></td>
<td>• Provide a list of similar projects undertaken in the past five years,</td>
<td></td>
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<tr>
<td></td>
<td>indicating the name of the client, nature of the project, and value of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the project.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• For at least five similar projects, provide completion letter/certificate</td>
<td>(20)</td>
</tr>
<tr>
<td></td>
<td>and reference letter including telephonic contact details of the client.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Main Service Providers Resources – Personnel</strong></td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Proposed personnel:</td>
<td>(25)</td>
</tr>
<tr>
<td></td>
<td>• CVs for each proposed key personnel member indicating:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Previous work experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Total number of years’ working experience in security installation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Individual experience on similar work in last five years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Qualifications or artisan’s certification or other recognised</td>
<td></td>
</tr>
<tr>
<td></td>
<td>training courses completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Membership of professional bodies or guilds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plant:</td>
<td>(15)</td>
</tr>
<tr>
<td></td>
<td>• Relevant equipment owned by contractor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Equipment to be rented (if any) – with preferred rental companies</td>
<td></td>
</tr>
</tbody>
</table>

2. The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder’s B-BBEE Status Level Certificate.
3. Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

**Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all these criteria.**

14. **GENERAL HEALTH AND SAFETY REQUIREMENT**

All Contractors entering into a Contract with the South African National Biodiversity Institute shall, as a minimum, comply with the requirements of:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations. **A current, up-to-date copy of the Occupational Health and Safety Act as well as the Health and Safety file for the company shall be available on site at all times.** Within seven days of awarding the contract, the Health and Safety file must be submitted to the employer’s Health and Safety Manager. This file must be approved before work can commence. The Health and Safety file will become SANBI property at the end of the contract.

- Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996). The principal Contractor will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act. The letter should be issued by the Department of Labour or a licensed compensation insurer. **A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (COIDA) shall be available on site at all times.**


- The South African National Biodiversity Institute Health and Safety Specification and relevant policies.

The Contractor shall:

a. Create and maintain a safe and secure work environment by performing their job efficiently;

b. Execute the works in a manner that complies with all the requirements of the OHS Act and all its associated Regulations, and in so doing, minimize the risk of incidents occurring; and
ANNEXURE A: TENDER SPECIFICATION

1. TENDER SPECIFICATION

The South African National Biodiversity Institute (SANBI) is committed to ensure a safe working and high performance environment whilst maintaining control of its assets by providing the necessary security at its gardens.

The existing electronic security systems at the National Zoological Garden (NZG) includes biometric access control, Closed Circuit Television Surveillance (CCTV), and alarms. The existing systems require extension and upgrading in order to achieve the objective of safeguarding SANBI’s assets and provide a safe environment for SANBI’s visitors.

The scope of work entails the assessment, repairs, and upgrades to the existing electronic security systems at the National Zoological Garden in Pretoria. The scope includes:

1.1 Biometric access control

The scope involves assessment, repairs or upgrades and integration of the security system including the hardware and software to control access to the following buildings: Animal Hospital, Biobank Building, Aquarium, Reptile Park, Dragons & Monsters, Education Hall, Centre for Conservation Science, Forensics Laboratory, Bioinformatics Building, Supply Chain Management, Animal Kitchen, White House, Administration Building and Service Gate. Specifications for the required services are detailed in Bill No. 1.

1.2 Closed Circuit Television surveillance systems (CCTV)

The NZG site comprises various facilities with a total of 41 CCTV cameras installed as follows: 26 CCTV cameras in the Service and Public Areas and 15 CCTV cameras in the Lions and Tiger Enclosure. The existing CCTV cameras were installed in 2014 and a service provider was appointed for the service and maintenance contract of the existing cameras in January 2019. The successful bidder will be required to repair those cameras that are not functional, or where this is not possible, to replace broken cameras. Specifications for the cameras are indicated under Bill No. 2.

1.3 Intruder Detection Alarm systems

New alarms are to be fitted in three existing buildings. The buildings will be indicated at the site meeting and briefing session. See specifications in Bill No. 3.
1.4 Installation, testing and commissioning
The successful Service Provider shall provide as-built drawings for the alarm and biometric installations which shall be submitted as part of the handover documentation upon completion of the works. All three systems must be tested and integrated into existing systems. The Service Provider will also be required to integrate the new installed biometric hardware into the Jarrison time attendance system.

1.5 Service and maintenance
The successful Service Provider will be required to deliver a service and maintenance plan of 12 months for the biometric and newly installed alarms systems.

2. TECHNICAL SPECIFICATIONS

2.1 Biometric Access Control Devices

2.1.1 Biometric Access Control Device: Internal
- 500 - 3000 enrolled personnel (two fingers per person)
- 0.8s in 1:500 identification mode
- Stores up to 100,000 logs of activity in off-line mode
- Multifactor authentication (fingerprints)
- Multi-colour LED, Multi-tone Buzzer
- IP65 rated (Subject to mounting conditions)
- Easy to install and integrate
- Processor 2 ARM9
- Biometric Sensor Optical Sensor: 14x22 mm, 500 dpi, 256 grey levels
- Contactless Card Reader (J-Dual) MIFARE® (1K, 4K) and DESFire® (2K, 4K, 8K)
- Database 500 users (*2 templates) or 3000 users (*2 templates) with license
- Biometric Performances 0.6s in 1:1 authentication (J-Dual); 0.8s in 1:500 identification FAR adjustable from 10-2 down to 10-8
- MMI Multi-colour LED, Multi-tone Buzzer
- Operating Modes Standalone, Proxy or Networked
- Interfaces Customizable Wiegand, Clock & Data, RS485, Relay
- Ethernet wired, on RJ45 or Wireless (option)
- Security SSL on TCP/IP network, Wireless Protected Access (WPA)
- Secure screws, anti-tamper & anti-pulling switches
- Power Supply External 9V to 16V (250mA typical @12V) or Power Over Ethernet
• Physical Characteristics WxHxD = 80x127x61.5mm (31.5“x50“x24“) ; Weight = 193g
• Operating Conditions Temperature: -10°C to +50°C (14°F to 122°F) ; Humidity: 10% to 80%
• IP65 (once wall-mounted)
• Certifications CE, CB, FCC, RoHS, REACh

2.1.2 Biometric Access Control Device: External
• IP65 weatherproof for outdoor use
• 500 - 3000 enrolled personnel (two fingers per person)
• 0.8s in 1:500 identification mode
• Stores up to 100,000 logs of activity in off-line mode
• Multifactor authentication (fingerprints)
• Multi-colour LED, Multi-tone Buzzer
• IP65 rated (Subject to mounting conditions)
• Easy to install and integrate
• Processor 2 ARM9
• Biometric Sensor Optical Sensor: 14x22 mm, 500 dpi, 256 grey levels
• Database 500 users (*2 templates) or 3000 users (*2 templates) with license.
• Biometric Performances 0.6s in 1:1 authentication (J-Dual); 0.8s in 1:500 identification
• FAR adjustable from 10-2 down to 10-8
• MMI Multi-colour LED, Multi-tone Buzzer
• Operating Modes Standalone, Proxy or Networked
• Interfaces Customizable Wiegand, Clock & Data, RS485, Relay,
• Ethernet wired, on RJ45 or Wireless (option)
• Security SSL on TCP/IP network, Wireless Protected Access (WPA)
• Secure screws, anti-tamper & anti-pulling switches
• Power Supply External 9V to 16V (250mA typical @12V) or Power Over Ethernet
• Physical Characteristics WxHxD = 80x127x61.5mm (31.5“x50“x24“) ; Weight = 193g
• Operating Conditions Temperature: -10°C to +50°C (14°F to 122°F) ; Humidity: 10% to 80%
• IP65 (once wall-mounted)
• Certifications CE, CB, FCC, RoHS, REACh
2.2 CCTV cameras

- Replacement CCTV cameras must be compatible with existing infrastructure. See Bill No. 2

2.3 Alarm Systems

- Exact specifications for the most appropriate alarm systems for three buildings will need to be determined by the Service Provider. The minimum specifications for the requirements are provided in Bill No. 3.
ANNEXURE B: BILL OF QUANTITIES

These prices are for evaluation purposes and the actual quantities for each item will be negotiated and indicated in the final contract. Bidders are required to provide the unit price for each item listed.

<table>
<thead>
<tr>
<th>BILL NO.1: BIOMETRIC SYSTEM</th>
</tr>
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<tbody>
<tr>
<td>ITEM</td>
</tr>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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<td>15</td>
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<td>16</td>
</tr>
<tr>
<td>16.1</td>
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<tr>
<td>16.2</td>
</tr>
<tr>
<td>TOTAL (BILL NO.1)</td>
</tr>
</tbody>
</table>
### BILL NO.2: CCTV CAMERAS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT PRICE (INCL VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.3 MP IP camera to be installed. Hikvision or equivalent</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>30 Megapixel PTZ outdoor dome IP camera installed. Hikvision or equivalent</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1.3 MP IR PTZ Dome Network Camera installed. Hikvision or equivalent</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL (BILL NO.2)**

### BILL NO.3: INTRUDER DETECTION ALARM SYSTEM

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT PRICE (INCL VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>32 Zone alarm system with partitioning and two key pads. Installation, testing and commissioning</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8 Zone alarm system with partitioning and one key pad. Installation, testing and commissioning</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>12 month maintenance and service plan for the newly installed alarm system</td>
<td>total</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL (BILL NO.3)**
Summary

Only firm prices will be accepted. The price quoted is fully inclusive of all costs and taxes. No changes or extensions or additional ad hoc costs to the prices provided are accepted once the contract has been awarded. A contingency fee of 10% of the total contract value can be included as part of the final contract, but should not be included in the pricing schedule completed below.

Detailed information is optional and can be provided as annexures to the details provided below.

Bid price in South African currency, foreign exchange risk is for the account of the Bidder.

Pricing is subject to the addition of Preference Points as stipulated in the section below - Standard Bidding Document 6.1 Preference claim form

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID

BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)

<table>
<thead>
<tr>
<th>No</th>
<th>DESCRIPTION</th>
<th>AMOUNT (ZAR) (From the total provided for each Bill in the previous tables)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bill no 1: Biometric Access Control</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bill no 2: CCTV Cameras</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bill no 3: Alarm systems</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COSTED VALUE OF ABOVE  | R