



**T01/02/21**

**REQUEST FOR PROPOSAL FOR THE  
UPGRADE AND PREVENTATIVE  
MAINTENANCE SERVICES ON THE  
IDC'S ACCESS CONTROL SYSTEM**

**BID CLOSING DATE:  
19 FEBRUARY 2021 AT 11:00 AM**

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**SECTION 1: GENERAL CONDITIONS OF BID**

## 1. Proprietary Information

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Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

## 2. Enquiries

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- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name:	<u>Luyanda Dlamini</u>
Telephone Number:	<u>+27 11 269 3767</u>
Email address:	<u><a href="mailto:luyandad@idc.co.za">luyandad@idc.co.za</a></u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 11 February 2021**.
- 2.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website ([www.idc.co.za](http://www.idc.co.za)) under tenders i.e. next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## 3. Bid Validity Period

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Responses to this RFP received from bidders will be valid for a period of **120** days counted from the bid closing date.

## 4. Instructions on submission of Bids

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- 4.1 Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.
- 4.2 Bid responses should be in generally acceptable / standard electronic file format/s (i.e. Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.
- 4.3 The closing date for the submission of bids is **19 February 2021** not later than **11:00 AM (before midday)**. No late bids will be considered. Bids must **only** be sent to [tenders@idc.co.za](mailto:tenders@idc.co.za). Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and that this is **received** by the IDC before the closing date and time in IDC's dedicated tender e-mail inbox / address ( [tenders@idc.co.za](mailto:tenders@idc.co.za) ).
- 4.4 Bidders are advised to submit / send its bid responses at least 15 minutes before the 11:00AM deadline to avoid any Information Technology (IT) network congestions or

technical challenges in this regard which may result in bid responses being received late. IDC's e-mail servers are configured to receive e-mails with sizes up to 50MB.

- 4.5** The IDC will not be held responsible for any of the following:
- 4.5.1 bid responses sent to the incorrect email address;
  - 4.5.2 bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders;
  - 4.5.3 any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain;
  - 4.5.4 bid responses received late due to any IT network related congestions and/or technical challenges; and
  - 4.5.5 bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.
- 4.6** Only responses received via the specified email address will be considered.
- 4.7** Where a complete (Inclusive of all Schedules) bid response is **not received** by the IDC in its electronic email tender box ([tenders@idc.co.za](mailto:tenders@idc.co.za)) by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.8** Amended bids may be sent to the electronic tender box ([tenders@idc.co.za](mailto:tenders@idc.co.za)) **marked** "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.

## **5. Preparation of Bid Response**

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- 5.1** All the documentation submitted in response to this RFP must be in English.
- 5.2** The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3** Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4** The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5** Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

## **6. Supplier Performance Management**

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Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

## **7. Enterprise and Supplier Development**

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The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

## 8. IDC's Rights

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- 8.1 The IDC is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 8.3 The IDC reserves the right to award this bid as a whole or in part.
- 8.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 8.7 The IDC reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers.
- 8.8 The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

## 9. Undertakings by the Bidder

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- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services



contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

## **10. Reasons for disqualification**

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- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not provide the IDC with its SARS issued Tax Verification PIN code giving access to the IDC to electronically verify tax compliance;
  - 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
  - 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
  - 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
  - 10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in the RFP document;
  - 10.1.6 bidders who fail to comply with FICA requirements

## **11. Local Production and Content**

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The IDC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dtic in an effort to stimulate local production and content where relevant.

Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade, Industry and Competition (the **dtic**) and to ensure full compliance to the minimum local content threshold, if relevant, before submitting its response to this tender. The **dtic's** latest list of designated sectors can be accessed on: [http://www.dti.gov.za/industrial\\_development/ip.jsp](http://www.dti.gov.za/industrial_development/ip.jsp).

## 12. Returnable Schedules

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Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked):

**12.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

**12.2 Schedule 1:**

12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)

12.2.2 Annexure 1 of this RFP document (duly completed and signed)

**12.3 Schedule 2**

12.3.1 SARS issued tax verification pin code;

12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

12.3.3 Copy of Board Resolution, duly certified;

12.3.4 Originally certified copy of ID document for the Company Representative

12.3.5 Annexure 2 of this RFP document (duly completed and signed);

12.3.6 Annexure 3 of this RFP document (duly completed and signed);

12.3.7 Annexure 4 of this RFP document (duly completed and signed);

12.3.8 Annexure 5 of this RFP document (duly completed and signed);

12.3.9 Annexure 6 of this RFP document (duly completed and signed);

12.3.10 Response to Annexure 8: BEE Commitment Plan

12.3.11 Bidders must submit a B-BBEE verification certificate indicating the contribution level of the bidding entity. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

**Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**

12.3.12 Annexure 9 of this RFP document (duly completed and signed, **if relevant**);

12.3.13 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cash flow Budget for new entities with no financial records.

12.3.14 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

## 12.4 Schedule 3:

- 12.4.1 Response to Section 3 of this document, in line with the format indicated in this RFP document.
- 12.4.2 Annexure 7 of this RFP document, duly completed and signed

**12.5 Schedule 4:** Price Proposal (response to Section 4 of this RFP document) *(Must be submitted as a separate file/document marked Schedule 4: Price Proposal)*

## 13. Evaluation Criteria and Weightings

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Bids shall be evaluated in terms of the following process:

- 13.1 Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions and also the Specific Conditions of Bid, which requirements include the following:
- Submission of a valid SARS issued tax verification pin code as referenced in 12.3.1 above
  - Submission of Company Registration Forms as referenced 12.3.2 above
  - Submission of ID copy for the Company Representative as referenced in 12.3.4 above
  - BEE Status Certification as referenced in 12.3.12 above and the consideration of the Specific Bid Conditions as referenced in Section 2
  - Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
    - Section 3: Statement of compliance with the Functional Evaluation Criteria for this RFP
    - Section 4: Cost Proposal and Price Declaration Form
    - Annexure 1: Acceptance of Bid Conditions
    - Annexure 2: Tax Compliance Requirements
    - Annexure 3: Supply Chain Management Questionnaire
    - Annexure 4: Declaration of Interest
    - Annexure 5: Certificate of Independent Bid Determination
    - Annexure 6: Shareholders' Information/ Group Structure
    - Annexure 7: Bidders Experience & Project Team
    - Annexure 8: BEE Commitment Plan
    - Annexure 9: Disclosure Statement
    - Annexure 10: Local Content Declaration

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

### 13.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

#### 13.2.1 Other Functional/ Technical Requirements

With regards to the other Functional Requirements, the following criteria (set out in more detail in section 3 of this RFP document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
Bidder's Relevant Experience	40%
Qualifications, Skills and Experience of The Proposed Technicians	30%
Bidders Proposed Methodology	15%
Skills Transfer and Training	15%
<b>TOTAL</b>	<b>100%</b>

**Note: Bidders that fail to achieve the minimum overall qualifying score of 70% on functional/technical requirements will not be considered for further evaluation on Price and BEE.**

### 13.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
B-BBEE	20
<b>TOTAL</b>	<b>100 points</b>

## 14. Promotion of Emerging Black owned Service Providers

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

**SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION**

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### **1. Special instructions to bidders**

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Should a bidder have reason to believe that the Functional Requirements are not open/fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.

Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.

Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

### **2. Background Information**

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The Industrial Development Corporation (IDC) has its Head Office situated in Sandton, and an additional thirteen (13) Regional Offices.

The IDC Head Office is divided into two (2) buildings, namely IDC 1 and IDC 2. IDC1 consists of a Training Centre, the Canteen and five (5) blocks namely Block A, B, C, D and E. Block E has two (2) parking levels.

IDC 2 consists of three (3) floors and two (2) parking levels. The floors for both buildings consist of an open plan office space, meeting rooms, kitchens and toilet areas. Each building has a dedicated server room as well as network concentration rooms in each block.

The IDC Regional Office buildings, which are rented from landlords, have access control systems which have reached end of life and therefore need to be upgraded to the latest technology (software & equipment and routine maintenance provided on the new systems).

It is for this reason that the IDC seeks to appoint a capable access control system service provider to implement the upgrade and provide maintenance (preventative and reactive) on the entire access control system installations in the IDC buildings and Regional Offices.

The IDC currently has the Impro security system (IXP400, IXP220 & Portal) implemented for access control purposes, which is integrated to the following:

- Sagem Biometric fingerprint and Card Readers;
- MS SQL Server Database;
- Driver License Barcode Scanner System for visitors;
- Emergency Control System with Graphic Floor Plan;
- Impro Asset Tracking System;
- Intercom;
- Electronic Occurrence Book; and
- Canteen Cashless System.

The following doors and turnstiles are controlled and operated on both Impro Card Readers and Sagem Biometric Readers:

- Maxidor roller shutter and Basement automated doors; and
- Altech booms, Paraplegic automated gates and Turnstiles.

The systems are integrated and backed-up on a SQL database. Reports are accessed from the Impro Server in the Security Control Room at the IDC Head Office. All IDC offices (including Regional Offices) are centralized via IT Network connectivity and controlled from the Security Control Room at the Head Office.

The current IMPRO system was deployed on the following dates and at the following IDC locations:

#	IDC Regional Office	IDC Regional Office Address	System Description	Year Deployed
1	IDC Head Office	19 Fredman Drive, Sandton	IMPRO IXP400i version 7.72	2006
2	Polokwane	Suite 18, Biccard Office Park, 43 Biccard Street	IMPRO IXP220 version 152	2008
3	Rustenburg	1st Floor, Sunetco Building, 32B Heystek Street, Rustenburg.	IMPRO IXP220 version 152	2008
4	Brits	Suite 108, Safari Centre, 28 Van Velden Street, Brits	IMPRO IXP220 version 152	2009
5	Mafikeng	1B Mikro Plaza, cnr First Street/Bessemer Street, Industrial Sites Mahikeng	IMPRO IXP220 version 152	2009
6	Cape Town	2817, 28th Floor ABSA Centre, 2 Riebeeck Street, Cape Town	IMPRO IXP220 version 152	2006
7	Port Elizabeth	Southern Life Gardens, Block A (Ground), 70 2nd Avenue, Newton Park, Port Elizabeth	IMPRO IXP220 version 152	2008
8	East London	2nd Floor Block B, Chesswood Office Park, 8 Winkley Street, Berea, East London	IMPRO IXP220 version 152	2006
9	Durban	Suite 2101, 21st Floor, The Embassy Building, 199 Anton Lembede Street, Durban.	IMPRO IXP220 version 152	2006
10	Nelspruit	The Maxsa Building, Suite 702, 7th Floor, 15 Ferreira Street, Mbombela, 1200	IMPRO IXP220 version 152	2008
11	Upington	De Drift Plaza, Block 6, Olyvenhoutsdrift Settlement, Louisvale Avenue, Upington, 8800	IMPRO IXP220 version 152	2009
12	Kimberley	Sanlam Business Complex, 13 Bishops Avenue, Kimberley, 8301	IMPRO IXP220 version 152	2008
13	Emalahleni	Office unit 304, Section 95, Smokey Mountain Office Park, Route N4 Business Park, Ben Fleur x11, Emalahleni	IMPRO Portal version 2	2017
14	Bloemfontein	10 Barnes Street, Westdene, Bloemfontein	IMPRO IXP220 version 152	2008

### 3. Scope of work/Terms of reference

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The appointed service provider will be responsible for the upgrade of the currently installed Impro IXP400i system to the Impro Portal Pro and provide preventative maintenance services on a monthly basis at the IDC Head Office and on a quarterly basis at the IDC Regional Offices for a period of **five (5) years**. The service provider will be required to respond to system faults on unlimited call outs. The service provider will also be responsible for the supply and installation of new equipment and parts on an ADHOC basis at all IDC offices. The scope of services required can be summarized as follows:

#### 3.1 UPGRADE OF IMPRO IXP400I

- Upgrade of currently installed Impro IXP400i/IXP220 system to Impro Portal Pro (IDC Head Office);
- Move the existing Impro Portal Pro license from the IDC Emalahleni office and install it at an IDC provided server at the IDC Head Office;
- Convert the IXP 400 SQL database to an Impro Portal Pro database running on an IDC SQL farm;
- Integrate the current canteen cashless system for two (2) till points and one (1) x management PC (existing ScanTrack Mocca POS system to be moved from IXP400 to Impro Portal Pro);
- Integrate currently installed Ventraix access tracking for six (6) points (existing access tracking system to be moved from IXP400 to Impro Portal); and
- Upgrade Impro Portal Hardware & Door Hardware as per Section 4: Cost Proposal, point 7.

#### **Bidders to take note of the following:**

- Both systems must run in parallel to ensure no down time to access controlled points during the conversion from Impro IXP400i/IXP220 to Impro Portal Pro, and no loss of transactional data;
- Warranty on Impro Portal Hardware & Door Hardware to be valid for a period of five (5) years;
- An audit and certification of Impro Portal Pro upgraded system by Impro will be required;
- The IDC will provide network connectivity between the IDC Head Office and the Regional Offices;
- The IDC will provide virtual server infrastructure for the installation of the Impro Portal Pro software;
- The Impro portal system needs to have a graphical floor plan which highlights all access control points and emergency doors. The Impro portal system should be configured to open emergency doors, booms and turnstile in case of emergency;
- Driver's license scanners should be integrated into impro Portal system, which are able to open the boom automatically at the end of a scan; and
- The service provider will be required to provide an electronic occurrence book for access control callout management and reporting.



### **3.1.1. Service Provider Experience**

The service provider must have relevant experience in the installation of Impro security systems, with a team to be deployed at the IDC for the implementation possessing all relevant qualifications, skills and experience in such installations. The proposed team members must each have a minimum of five (5) years' experience in upgrading Impro systems.

### **3.1.2. Project Programme**

The service provider's project programme should include all key activities. The programme timing and sequencing should be appropriate and consistent with the project objectives and requirements of this tender. The project programme is to include an implementation plan on how the service provider intends to prevent disruption to services and clearly address the inter-dependencies on the project activities. The service provider must indicate the methods to be used to conduct the services on the live systems. The project programme must include operations and resources linked to each of the project activities.

## **3.2 PREVENTATIVE MAINTENANCE OF THE NEW SYSTEM**

The service provider will be required to provide maintenance on the upgraded system for a period of five (5) years.

### **3.2.1 Preventative Maintenance on Upgraded System**

The service provider will be required to:

- Perform maintenance and part replacement in accordance with the manufacturer's recommendations and in accordance with good maintenance practice to ensure continued operation of the plant and compliance with the maximum equipment downtimes;
- Report any trends detected that reflect system or equipment degradation, loss of performance, or frequency of failure to the IDC;
- Provide a comprehensive preventative maintenance schedule in accordance with the maintenance program / check list outlined on **Annexure 12**;
- Provide formal monthly and quarterly written reports detailing all maintenance activities performed, as well as corrective measures taken in instances where there was a requirement; and
- Respond and attend to emergency calls as per 3.2.3, below.

### **3.2.2 Access Control System Standard Maintenance**

The service provider will be required to do Access Control System standard maintenance service work as detailed in Annexure 12.

### 3.2.3 Emergency Call Out Services

- The service provider must have a 24/365 callout facility;
- The maximum period within which the service provider must react to an emergency call out or to equipment breakdowns will be as per the table below. In the case of no response from the service provider within twenty-four (24) hours on a breakdown call out, the IDC may call another service provider to rectify the fault without prejudice to the continuation of this contract. All such costs shall be borne by the main service provider;
- The service provider shall ensure that standby arrangements for emergency call outs are in place at all times; and
- A call-out list with technician's names and numbers must to be provided to the IDC as soon as the contractor begins work on site.

#### Response / resolution time to logged calls:

Severity Level/Impact	Definition	Response Time
Severity one (1)	A severity one (1) problem is defined as a problem where the system failure is impacting the normal business activities of the IDC (e.g. where staff members are locked in or locked out of their respective offices)	1 hour
Severity two (2)	A severity two (2) problem is defined as a problem where the system failure is partially impacting the normal business activities of the IDC (e.g. door intermittently jams and does not open or a boom gate intermittently opens and closes).	4 hours
Severity three (3)	A severity three (3) problem is defined as a problem where the system is malfunctioning, but not posing any threat to the IDC employees or the security of the office.	24 hours

### 3.2.4 Maintenance Schedule

- The maintenance schedule shall be compiled in accordance with the number of equipment as detailed in **Annexure 11**. All equipment shall be serviced monthly at the IDC Head Office and Quarterly at the Regional Offices.
- The service provider shall prepare a Maintenance Schedule indicating when specific Preventive Maintenance activities for each piece of equipment shall be performed. All required maintenance activities shall be performed within the required time limits.
- The frequency of maintenance activities shall be in accordance with the Maintenance Schedule.
- The Maintenance schedule shall be in the format agreed with the Client.
- In the event of any delays against the schedule, the service provider shall expedite the maintenance work to make up any delays.
- The service provider shall deploy sufficient staff on the contract to ensure completion of the works within the programme and within normal working hours. Normal working hours will be from 07H00 to 16H00 Monday to Friday excluding Public Holidays.

### **3.2.5 Maintenance Staff**

- The service provider shall employ and manage their Maintenance Staff to ensure timely and efficient execution of the works with minimum interruption to the IDC.
- The Technician carrying out services must be a qualified professional that has passed all relevant courses required to perform their duties, with a minimum of five (5) years' experience and in possession of at least a NQF-5 qualification in electrical light current.
- The service provider must have at least three (3) qualified technicians assigned to the IDC. The service provider shall provide proof of this.
- Technicians and any other staff members working at the IDC must be issued with safety clothing which bears the company's name for identification purposes.
- All maintenance staff must be fully trained to:
  - Perform the maintenance services;
  - Do fault finding; and
  - Do repairs on all the equipment.

### **3.2.6 Meetings**

The service provider shall attend Monthly SLA review and Maintenance Co-ordination meetings and any other meetings called by the IDC.

### **3.2.7 Service Level Agreement (SLA)**

The service provider must be willing to enter into a signed SLA with the IDC. The following KPI's will form the basis of the SLA:

- Call-Out Response Time;
- Down Time on Equipment;
- Level of Service;
- Level of parts holding;
- Invoicing accuracy;
- Repairs done at first time visit; and
- Number of breakdowns related to maintenance inefficiency.

### **3.2.8 General**

**The Service provider shall ensure the following:**

- The safety of users of the equipment.
- All regulations as per the Occupational Health and Safety (OHS) Act are adhered to.
- The accuracy and reliability of the equipment performance.
- That Preventative Maintenance is carried out at all times.
- The equipment and associated spaces are kept clean and presentable at all times.
- The Maintenance is carried out in a programmed sequence in accordance with the Maintenance Programme, so as to protect the IDC Investment.

#### 4. PROJECT TIMELINES

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The appointed service provider will be required to start immediately after signing the contract and provide the services for a period of five (5) years, subject to the annual review of the service provider's performance.

#### 5. TECHNICAL EVALUATION CRITERIA

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##### 5.1. Mandatory Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.1.1 RISK INSURANCE COVER	Comply	Not Comply														
<p>The bidder will be required to provide proof of the below insurance covers within two weeks after appointment.</p> <table border="1" data-bbox="252 1111 1086 1518"> <thead> <tr> <th data-bbox="252 1111 703 1144">Risk Insurance description</th> <th data-bbox="703 1111 1086 1144">Insurance Cover</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 1144 703 1178">THEFT &amp; MALICIOUS DAMAGE</td> <td data-bbox="703 1144 1086 1178">R 50 000.00</td> </tr> <tr> <td data-bbox="252 1178 703 1238">TRANSIT AND OFF-SITE STORAGE</td> <td data-bbox="703 1178 1086 1238">R 50 000.00</td> </tr> <tr> <td data-bbox="252 1238 703 1299">SURROUNDING PROPERTY LIMIT</td> <td data-bbox="703 1238 1086 1299">R 500 000.00</td> </tr> <tr> <td data-bbox="252 1299 703 1458">ADDITIONAL REMOVAL OF DEBRIS (i.e. Collapsed ceilings, damaged infrastructure, etc. Damage caused by Access control equipment/personal)</td> <td data-bbox="703 1299 1086 1458">R 250 000.00</td> </tr> <tr> <td data-bbox="252 1458 703 1491">CLAIMS PREPARATION COSTS</td> <td data-bbox="703 1458 1086 1491">R 10 000.00</td> </tr> <tr> <td data-bbox="252 1491 703 1518">PUBLIC LIABILITY LIMIT</td> <td data-bbox="703 1491 1086 1518">R 5 000 000.00</td> </tr> </tbody> </table>	Risk Insurance description	Insurance Cover	THEFT & MALICIOUS DAMAGE	R 50 000.00	TRANSIT AND OFF-SITE STORAGE	R 50 000.00	SURROUNDING PROPERTY LIMIT	R 500 000.00	ADDITIONAL REMOVAL OF DEBRIS (i.e. Collapsed ceilings, damaged infrastructure, etc. Damage caused by Access control equipment/personal)	R 250 000.00	CLAIMS PREPARATION COSTS	R 10 000.00	PUBLIC LIABILITY LIMIT	R 5 000 000.00		
Risk Insurance description	Insurance Cover															
THEFT & MALICIOUS DAMAGE	R 50 000.00															
TRANSIT AND OFF-SITE STORAGE	R 50 000.00															
SURROUNDING PROPERTY LIMIT	R 500 000.00															
ADDITIONAL REMOVAL OF DEBRIS (i.e. Collapsed ceilings, damaged infrastructure, etc. Damage caused by Access control equipment/personal)	R 250 000.00															
CLAIMS PREPARATION COSTS	R 10 000.00															
PUBLIC LIABILITY LIMIT	R 5 000 000.00															
<p><b>Substantiate / Comments</b></p>																

5.1.2 REGISTRATION WITH PSIRA	Comply	Not Comply
<p>The bidder and its proposed technicians must be registered with the Private Security Industry Regulatory Authority (PSIRA).</p> <p>To substantiate, the bidder must attach a copy of a valid operating Private Security Industry Regulatory Authority (PSIRA) certificate for the company, all of the company's directors and proposed technicians in line with the industry circular issued by PSIRA i.e. the "New Certificate" in line with industry circular issued by PSIRA on 10 March 2015.</p> <p>In instances where the bidder is partnering or subcontracting any work to another bidder, the partner or the subcontractor is also required to attach a copy of a valid PSIRA certificate for the company, its directors and proposed technicians in line with industry circular as per above.</p> <p><b>FAILURE TO ATTACH COPIES OF THE ABOVE WILL LEAD TO DISQUALIFICATION.</b></p>		
<p><b>Substantiate / Comments</b></p>		

5.1.3 IMPRO ACCREDITATION	Comply	Not Comply
<p>The bidder must be an Impro premier accredited partner with a current certificate.</p> <p><b>Note:</b> Proof of accreditation with Impro to be submitted with this response.</p> <p><b>FAILURE TO ATTACH COPIES OF THE AFOREMENTIONED WILL LEAD TO DISQUALIFICATION.</b></p>		
<p><b>Substantiate / Comments</b></p>		

5.1.4 CONTRACT MANAGEMENT	Comply	Not Comply
<p>The bidder will be required to appoint a representative to manage the contract on their behalf and such an appointee shall attend monthly meetings with IDC representatives.</p> <p><b>Note:</b> The proposed representative must be a company representative that is on management level (e.g. Project Manager/ Area Manager/ Regional Manager/ Operational Manager/ Director of Operations).</p>		
<p><b>Substantiate / Comments</b></p>		

<b>5.1.5 SERVICE PROVIDERS RESOLUTION TO SEVERITY 1 PROBLEM</b>		
<p>The bidder will be required to respond and resolve a severity one (1) problem Immediately, when a call is logged by the IDC.</p> <p>A severity one (1) problem is defined as a problem where the failure is impacting the normal business activities of the IDC (e.g. where staff members are locked in or locked out of their respective offices).</p> <p>To substantiate, the bidder is required to clearly outline and depict their service levels and how they are capacitated to respond to this level of severity. The bidder must demonstrate a commitment in ensuring that any severity one (1) problem will be resolved with Immediate effect (i.e. within 1 hour in cases where employees are trapped inside the office).</p>		
<b>Substantiate / Comments</b>		

<b>5.1.6 SERVICE PROVIDERS RESOLUTION TO SEVERITY 2 PROBLEM</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder will be required to respond and resolve a severity two (2) problem within four (4) hours of call by the IDC.</p> <p>A severity two (2) problem is defined as a problem where the failure is partially impacting the normal business activities of the IDC (e.g. door intermittently jams and does not open or a boom gate intermittently opens and closes).</p> <p>To substantiate, the bidder is required to clearly outline and depict their service levels and how they are capacitated to respond to this level of severity. The bidder must demonstrate a commitment in ensuring that any severity two (2) problem will be resolved within the stipulated period four (4) hours.</p>		
<b>Substantiate / Comments</b>		

<b>5.1.7 SERVICE PROVIDERS RESOLUTION TO SEVERITY 3 PROBLEM</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder will be required to resolve a severity three (3) problem within twenty-four (24) hours of a call by the IDC.</p> <p>A severity three (3) problem is defined as a problem where the system is malfunctioning, but not posing any threat to the IDC employees or the security of the office.</p> <p>To substantiate, the bidder is required to clearly outline and depict their service levels and how they are capacitated to respond to this level of severity. The bidder must demonstrate a commitment in ensuring that any severity three (3) problem will be resolved within the stipulated period of twenty four (24) hours.</p>		
<b>Substantiate / Comments</b>		

<b>5.1.8 SITE TAKE OVER</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder is required to have the capability to take over the site immediately and start the upgrade and servicing within thirty (30) days from date of award and contract signing.</p>		
<b>Substantiate / Comments</b>		

<b>5.1.9 KEY REQUIREMENTS TO RENDER MAINTENANCE SERVICES</b>		<b>Comply</b>	<b>Not Comply</b>
1.	<p>The bidder must ensure that criminal record checks will be done on technicians deployed at the IDC and company directors at least once in a year by the SAPS; proof to be provided and kept on site file. If found to be involved in criminal activities, the technician will not be allowed to work at the IDC.</p>		
2.	<p>The IDC will conduct security screening on each company director/owners of the bidder. The bidder will be expected to comply with the requirement of the State Security Agency (SSA) for the security screening process. If the bidder has already been screened by the SSA, the bidder must submit the screening certificate/report.</p>		
3.	<p>The bidder must ensure that a site file with systems drawings, cable layouts, software upgrade keys and assets register, are kept at the IDC office for the duration of the contract.</p>		
4.	<p>All technicians allocated to the IDC project must have been trained by Impro, and IMPRO accredited training certificates must be attached.</p>		
5.	<p>The bidder must ensure that they allocate an Impro Technologies trained systems administrator to the IDC.</p> <p>To substantiate, the bidder must attach an Impro training certificate for the allocated Systems Administrator.</p>		

5.1.9 KEY REQUIREMENTS TO RENDER MAINTENANCE SERVICES		Comply	Not Comply
6.	The bidder will be required to provide a service schedule to be approved by the IDC before work commencement		
7.	The bidder must ensure all services will be rendered in accordance with the preventative maintenance program as indicated in Annexure 12 (Preventative Maintenance Programme for all Offices)		
8.	The bidder must always have necessary tools when rendering maintenance on IDC sites		
9.	The IDC considers the information captured by the Impro Access Control System such as "Personal Information" in accordance with the Protection of Personal Information Act ("POPI"). The bidder must ensure that such information is afforded protection as required by POPI and therefore deemed confidential and should only be used for the purposes of the service and cannot be shared with any other party except for IDC's purposes.		

## 5.2 Other Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.2.1 BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder is required to demonstrate their relevant experience in the upgrading as well as the maintenance of the Impro Access Control Systems.</p> <p>To substantiate, the bidder must provide three (3) relevant contactable references of organisations /projects where the bidder has upgraded Impro Access Control Systems and rendered maintenance services within the past five (5) years.</p> <p>Please refer to <b>Table (a) of Annexure 7</b> of this document for the format in which the required information must be provided.</p> <p><b>Note: The IDC reserves the right to conduct reference checks on the provided references.</b></p>			
<b>Substantiate / Comments</b>			



5.2.2 QUALIFICATIONS AND SKILLS OF THE TECHNICIANS	Comply	Partially Comply	Not Comply
<p>The bidder's proposed technicians to be deployed at the IDC are required to have the relevant training, skills and experience.</p> <p>Bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> <li>• The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties of this project and the key personnel responsible for each specialty. Please refer to <b>Table (b) Annexure 7</b> of this document for the format in which the required information must be provided.</li> <li>• CVs of the proposed technicians; and the CVs must clearly highlight the technicians training on Impro System as well as an Impro System certificate, areas of experience / competence relevant to the tasks. Proof of Impro training must be submitted. Training has to be IMPRO accredited.</li> <li>• All Technicians allocated to the project must have a minimum of three (3) years' experience working with Impro Access Control System, must have the relevant skills, knowledge and expertise to install, maintain and service Impro Access Control System. CVs of technicians provided must clearly indicate this information and relevant contactable references should be provided.</li> <li>• <b>Management</b> shall have an Impro IXP400i Level 4 certificate and Impro Portal Level 4 certificate. CVs of management provided must clearly indicate this information and attach copies of certificates.</li> <li>• <b>Senior technicians</b> shall have Impro Portal Level 3 Certificate. CVs of senior technicians provided must clearly indicate this information and attach copies of certificates.</li> <li>• Senior technicians shall also have as a minimum a NQF5 Electrical Light Current Qualification. CVs of senior technicians provided must clearly indicate this information and attach copies of qualifications.</li> <li>• Technicians shall have Boomgate and turnstile installation and maintenance certification. CVs of technicians provided must clearly indicate this information and attach copies of certificates.</li> </ul>			
<p><b>Substantiate / Comments</b></p>			

5.2.3 BIDDER'S PROPOSED METHODOLOGY	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate thorough understanding of the objectives and deliverables of this project. This is to include a demonstration of how the site takeover will be conducted.</p> <p>To substantiate, the bidder must provide a detailed proposal of the methodology / approach to be used to carry out the scope of work outlined above as well as a clear methodology of how the site take-over will be done.</p>			
<b>Substantiate / Comments</b>			

5.2.4 SKILLS TRANSFER AND TRAINING	Comply	Partially Comply	Not Comply
<p>The bidder will be required to provide skills transfer to three (3) IDC staff during the implementation, which will be to teach the IDC staff how to manage the system / environment.</p> <p>To substantiate, the bidder is required to provide a detailed skills transfer plan. The skills transfer plan is to include a clear indication of the skills to be transferred to the three (3) IDC staff for all day-to-day operations. The skills transfer plan must also include a "How To" guide / document on how to monitor / manage the environment, as well as first level troubleshooting when there is a problem. The skills transfer plan should not be a formal training per se, however it should enable the three (3) IDC staff members to operate the environment.</p> <p><b>Bidder must provide a detailed skills transfer plan on how to achieve the aforementioned.</b></p>			
<b>Substantiate / Comments</b>			

## **SECTION 3: PRICE PROPOSAL**

## SECTION 3: Cost Proposal

1 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

2 Are the rates quoted firm for the full period of the contract?

YES	NO
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**Important:** If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

3 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

4

Is the proposed bid price linked to the exchange rate?	Yes	No

***If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:***

5

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

6

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the <b>National Treasury Instruction 01 of 2013/2014: Cost Containment Measures</b> which took effect from 01 January 2014, where relevant.	Comply	Not Comply

The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.

Substantiate / Comments

## 7 COSTING MODEL

**Upgrade of Impro IXP400i/IXP220 system to Impro Portal Pro (IDC Head Office and Regional Offices)  
(As well as the replacement of biometric readers with card readers)**

**Table A: Upgrade (Software Upgrade and System Integration):**

#	Activity/ Deliverable	Resource(s)	Rate/Hour Per resource	Number of hours	Total Cost (VAT Excl.)
1	Upgrade of currently installed Impro IXP400i/IXP220 system to Impro Portal Pro (IDC Head Office)				
2	Impro portal pro software license (existing to be reused)				
3	Move existing Impro Portal Pro licence from IDC Emalahleni office and install at IDC HO				
4	Integrate current cashless canteen system for two x till points and 1 x management PC (existing ScanTrack Mocca POS system to be moved from IXP400 to Impro Portal Pro)				
5	Integrate currently installed Ventrax access tracking for 6 points (existing access tracking system to be moved from IXP400 to Impro Portal)				
6	Driver's license scanners integration into Impro Portal system and have the function to open the boom automatically at the end of a scan.				
7	Provide electronic occurrence book for access control system callout management and reporting				
8	Integration of Nedap UHF long-range readers into Impro.				
<b>Sub-Total (A) (VAT Excl.)</b>					

**NOTE: EXISTING IMPRO PORTAL PRO SOFTWARE LICENSE TO BE RE-USED**

**Table B: Supply and Installation of Equipment**

Description		QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
<b>IDC Head Office</b>				
Product codes	Equipment			
HCA930-0-0-GB	Portal Linux OS application controller (IPS Housing)	4		
BioMini Plus2-SUPREMA	USB Fingerprint Enrolment Device	3		
HCW930-0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	76		
HMW901-0-0-GB	Single Wiegand reader module (supports 2 readers) for use with HCW930-0-0-GB	57		
PS49-1	PSU - 3 Amp Power Store 13.6VDC 7AH Bat	87		
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	194		
FS2-D-IMPRO	Face Recognition, Dual RFID (125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	14		
TCM10-FS2-SUPREMA	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	14		
N/A	Face recognition floor stand mounting pedestal stainless steel	9		
20NKS-00-000000(IMPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	194		
MID-SUB-T100(IMPRO)	Mobile Credential - Subscription based MOQ100 Orders of magnitude carry discounted rates for :- 100 – 999	1000		
LK118 & LK118-1	e-lock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	136		
GP1272	12V 7.2AH CSB AGM BATTERY	166		
SW165	Securi-Prod Exit Sensor - No Touch 12VDC	60		
BG-G3P-RS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	135		

Description		QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
QS920NH O	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	133		
NRU902- 0-0-GB	u-Pass Reach (region 1) long range reader unit, up to 5 metres, with protection hood	15		
KB03	Key Box - Slim Double Pole, On/Off (All key switches to use a single key number)	112		
HRN980- 5-0-GB	Desk mounted tag registration reader for use with Access Portal, USB, 125kHz or 13.56MHz	1		
N/A	4k Mifare tags print quality	100		
NTU900- 0-0-NN	Nedap UHF Windscreen tags	1000		
RNS UNV	Rain shield Universal Small	35		
CT60	CT60 visitor vehicle scanner integrated into impro portal	8		
N/A	Mylar screened 4 pair twisted cable 0,22mm (per m)	6000		
NUC7I7D NHE	Intel NUC Kit with 8th Generation Intel Core Processors	6		
N/A	24" FHD 60Hz Monitor	6		
	Consumables	1		
	Labour	1		
<b>Upgrade of Impro IXP220 system to Impro Portal Pro at IDC Regional Offices</b>				
<b>Regional Offices</b>				
<b>eMalahleni</b>				
N/A	Upgrade IMPRO Portal Version from V2 to V4	1		
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	7		
FS2-D- IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		
TCM10- FS2- SUPREM A	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		
20NKS- 00- 000000(I MPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	7		
	Labour & Travel	1		
<b>Kimberley</b>				
HCW930- 0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box	4		

Description		QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
	has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)			
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	7		
FS2-D-IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		
TCM10-FS2-SUPREMA	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		
20NKS-00-000000(IMPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	7		
LK118 & LK118-1	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4		
BG-G3PRS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4		
QS920NH0	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	4		
N/A	Mylar screened 4 pair twisted cable 0,22mm (per m)	200		
	Consumables	1		
	Labour & Travel	1		
<b>Bloemfontein</b>				
HCW930-0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	4		
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	7		
FS2-D-IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		
TCM10-FS2-SUPREMA	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		
20NKS-00-000000(IMPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	7		



Description		QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
LK118 & LK118-1	e-lock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4		
BG-G3P- RS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4		
QS920NH O	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	4		
N/A	Mylar screened 4 pair twisted cable 0,22mm (per m)	200		
	Consumables	1		
	Labour & Travel	1		
<b>Uppington</b>				
HCW930- 0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (108 I/O modules or additional Wiegand modules)	4		
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	7		
FS2-D- IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		
TCM10- FS2- SUPREM A	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		
20NKS- 00- 000000(I MPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	7		
LK118 & LK118-1	e-lock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4		
BG-G3P- RS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4		
QS920NH O	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	4		
N/A	Mylar screened 4 pair twisted cable 0,22mm (per m)	200		
	Consumables	1		
	Labour & Travel	1		

Description		QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
<b>Durban</b>				
HCW930-0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	4		
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	7		
FS2-D-IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		
TCM10-FS2-SUPREMA	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		
20NKS-00-000000(IMPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	7		
LK118 & LK118-1	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4		
BG-G3P-RS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4		
QS920NH O	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	4		
	Mylar screened 4 pair twisted cable 0,22mm (per m)	200		
	Consumables	1		
	Labour & Travel	1		
<b>Nelspruit</b>				
HCW930-0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	3		
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	5		
FS2-D-IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		
TCM10-FS2-SUPREMA	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		

Description		QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
20NKS-00-000000(I MPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	5		
LK118 & LK118-1	eLock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	3		
BG-G3P-RS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	3		
QS920NH O	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	3		
N/A	Mylar screened 4 pair twisted cable 0,22mm (per m)	200		
	Consumables	1		
	Labour & Travel	1		
<b>Polokwane</b>				
HCW930-0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (108 I/O modules or additional Wiegand modules)	3		
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	5		
FS2-D-IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		
TCM10-FS2-SUPREMA	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		
20NKS-00-000000(I MPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	5		
LK118 & LK118-1	eLock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	3		
BG-G3P-RS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	3		
QS920NH O	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	3		
N/A	Mylar screened 4 pair twisted cable 0,22mm (per m)	200		

Description		QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
	Consumables	1		
	Labour & Travel	1		
<b>East London</b>				
HCW930-0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	4		
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	7		
FS2-D-IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		
TCM10-FS2-SUPREMA	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		
20NKS-00-000000(I MPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	7		
LK118 & LK118-1	eLock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4		
BG-G3P-RS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4		
QS920NH O	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	4		
N/A	Mylar screened 4 pair twisted cable 0,22mm (per m)	200		
	Consumables	1		
	Labour & Travel	1		
<b>Port Elizabeth</b>				
HCW930-0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	3		
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	5		
FS2-D-IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		

Description		QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
TCM10-FS2-SUPREMA	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		
20NKS-00-000000(IMPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	5		
LK118 & LK118-1	eLock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	3		
BG-G3PRS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	3		
QS920NH0	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	3		
N/A	Mylar screened 4 pair twisted cable 0,22mm (per m)	200		
	Consumables	1		
	Labour & Travel	1		
<b>Cape Town</b>				
HCW930-0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (108 I/O modules or additional Wiegand modules)	4		
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	7		
FS2-D-IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		
TCM10-FS2-SUPREMA	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		
20NKS-00-000000(IMPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	7		
LK118 & LK118-1	eLock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4		

Description		QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
BG-G3P- RS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4		
QS920NH O	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	4		
N/A	Mylar screened 4 pair twisted cable 0,22mm (per m)	200		
	Consumables	1		
	Labour & Travel	1		
<b>Brits</b>				
HCW930- 0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	3		
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	5		
FS2-D- IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		
TCM10- FS2- SUPREM A	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		
20NKS- 00- 000000(I MPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	5		
LK118 & LK118-1	eLock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	3		
BG-G3P- RS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	3		
QS920NH O	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	3		
	Mylar screened 4 pair twisted cable 0,22mm (per m)	200		
	Consumables	1		
	Labour & Travel	1		
<b>Rustenburg</b>				
HCW930- 0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box	2		

Description		QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
	has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)			
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	3		
FS2-D-IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		
TCM10-FS2-SUPREMA	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		
20NKS-00-000000(IMPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	3		
LK118 & LK118-1	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	2		
BG-G3PRS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	2		
QS920NH O	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	2		
N/A	Mylar screened 4 pair twisted cable 0,22mm (per m)	200		
	Consumables	1		
	Labour & Travel	1		
<b>Mahikeng</b>				
HCW930-0-0-GB	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	3		
N/A	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	5		
FS2-D-IMPRO	Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	1		
TCM10-FS2-SUPREMA	Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	1		
20NKS-00-000000(IMPRO)	Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.	5		

Description		QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
LK118 & LK118-1	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	3		
BG-G3P- RS	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	3		
QS920NH O	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	3		
N/A	Mylar screened 4 pair twisted cable 0,22mm (per m)	200		
	Consumables	1		
	Labour & Travel	1		
<b>Sub-Total (B) (VAT Excl.)</b>				

**Note on Technology Upgrades:** Bidders are requested to provide costing on the IDC requirements listed above, and where latest technology is available then bidders are required to provide such information on a separate pricing schedule to the IDC as part of its response to this tender.

**Table C: Preventative Maintenance (IDC1):**

Description		Monthly Fee (VAT Excl.)	Annual Fee (VAT Excl.)
Preventative Maintenance Service	Year 1		
	Year 2		
	Year 3		
	Year 4		
	Year 5		
<b>Sub-Total (Table C) (VAT Excl.)</b>			

**Table D: Preventative Maintenance (IDC2):**

Description		Monthly Fee (VAT Excl.)	Annual Fee (VAT Excl.)
Preventative Maintenance Service	Year 1		
	Year 2		
	Year 3		
	Year 4		
	Year 5		
<b>Sub-Total (Table D) (VAT Excl.)</b>			



**Table E: Preventative Maintenance (Regional Offices):**

<b>Regional Office</b>	<b>Quarterly Fee (VAT Excl.)</b>	<b>Annual Fee (VAT Excl.)</b>
Brits		
Rustenburg		
Mafikeng		
Bloemfontein		
Durban		
Kimberley		
Upington		
Nelspruit		
Emalahleni		
Polokwane		
East London		
Port Elizabeth		
Cape Town		
<b>Sub-Total (VAT Excl.) – Year 1</b>		
<b>Sub-Total (VAT Excl.) – Year 2</b>		
<b>Sub-Total (VAT Excl.) – Year 3</b>		
<b>Sub-Total (VAT Excl.) – Year 4</b>		
<b>Sub-Total (VAT Excl.) – Year 5</b>		
<b>Sub-Total (Table E) (VAT Excl.)</b>		

**Note: The maintenance costs for all offices must include attending to and resolving of system faults on unlimited call outs and related disbursements must be incorporated in the fixed Quarterly fee.**

## 8.2 SUPPLY OF EQUIPMENT AND PARTS (AD-HOC BASIS)

The preferred bidder will be required to supply and deliver equipment and parts on a need basis (ad-hoc). For evaluation purposes, bidders are required to provide prices for the following items. The quantities reflected below are only estimates based on the current trends. **Prices must be valid for the first 12 months of the duration of the contract.**

**Table F: Equipment and Parts**

Device	Model	Qty.	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
Impro portal pro software license - Updates	SLP900-0-0-GB	1		
Portal Linux OS application controller (IPS Housing)	HCA930-0-0-GB	1		
IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	HCW930-0-0-GB	1		
Single Wiegand reader module (supports 2 readers) for use with HCW930-0-0-GB	HMW901-0-0-GB	1		
PSU - 3 Amp Power Store 13.6VDC 7AH Bat	PS49-1	1		
USB Fingerprint Enrolment Device	BioMini Plus2-SUPREMA	1		
Face Recognition, Dual RFID(125kHz EM & 13.56Mhz MIFARE, DESFire/EV1, FeliCa, NFC, ISO14443A)	FS2-D-IMPRO	1		
Thermal Camera Add-on for FaceStation 2 (FaceStation not included)	TCM10-FS2-SUPREMA	1		
Face recognition floor stand mounting pedestal stainless steel	N/A	1		
<u>Signo20 - Standard Profile Mullion Mount - Wide variety of contactless low and high frequency credentials, plus HID Mobile Access® Mobile IDs via NFC and/or Bluetooth Smart. Pigtail version. Terminal strip available as well. Proximity support.</u>	<u>20NKS-00-000000(IMPRO)</u>	1		
<u>Mobile Credential - Subscription based MOQ100 Orders of magnitude carry discounted rates for :-</u> <u>• 100 – 999</u>	<u>MID-SUB-T100(IMPRO)</u>	1		
<u>MorphoWave Compact MDPI (Mifare, Desfire, Prox &amp; iClass Tag compatibility)</u>	<u>MRB945-0-0-GB</u>	1		
200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	SLP900-0-0-GB	1		
elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket ( maglock sensor connected to door controller input)	LK118 & LK118-1	1		
12V 7.2AH CSB AGM BATTERY	GP1272	1		
Securi-Prod Exit Sensor - No Touch 12VDC	SW165	1		
Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover ( connected to door controller input)	BG-G3P-RS	1		
Door Closer 1000Mm 80 Kg Heavy Duty With Slide Arm	QS920NHO	1		
uPass Reach (region 1) long range reader unit, up to 5 metres, with protection hood	NRU902-0-0-GB	1		
Key Box - Slim Double Pole, On/Off ( All keyswitches to use a single key number)	KB03	1		
Desk mounted tag registration reader for use with Access Portal, USB, 125kHz or 13.56MHz	HRN980-5-0-GB	1		

Device	Model	Qty.	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
4k Mifare tags print quality	N/A	1		
Nedap UHF Windscreen tags	NTU900-0-0-NN	1		
Rain shield Universal Small	RNS UNV			
CT60 visitor vehicle scanner	CT60	1		
Mylar screened 4 pair twisted cable 0,22mm (per m)	N/A	1		
Booms gate	Centurion	1		
Roller Shutter Motors	Maxidoor	1		
Turnstiles	ALLTECH	1		
Vehicle Scanner	CT 60	1		
Swing gate motors and arms	Centurion-Vantage	1		

**SUMMARY OF COSTS:**

Description		Total Cost (VAT Excl.)
<b>Maintenance Cost (B+C+D) (VAT Excl.)</b>	<b>Sub Total A: Upgrade (Software Upgrade and System Integration)</b>	
	<b>Sub Total B: Supply and Installation of Equipment</b>	
	<b>Sub Total C: Preventative Maintenance (IDC1)</b>	
	<b>Sub Total D: Preventative Maintenance (IDC2)</b>	
	<b>Sub Total E: Preventative Maintenance (Regional Offices)</b>	
<b>Estimated Total Bid Price for Five Years (A+B+C+D+E)</b>		

**8.4 ADHOC SERVICES: COSTING FOR WORK THAT DOES NOT FALL UNDER MAINTENANCE CONTRACT**

The IDC may request the service provider to perform additional repair work, installation or commissioning which does not form part of this contract. On acceptance of this work by the service provider, the following information is required and will form the basis to price the additional work. All additional work shall be requested in writing by the IDC (all costs exclusive of VAT).

## Transport Cost

Description	Rate
Rate per km	

## Fees:

Description	Fee: Normal Working Hours Week days (07h00 to 16h00)	Fee: Week days After Hours
Call-out	R	R
Installations Technician	R	R
Service Technician	R	R

Description	Fee (Saturday Working Hours)	Fee (Sunday Working)
Call-out	R	R
Installations Technician	R	R
Service Technician	R	R

**Price Declaration Form**

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T01/02/21**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide services for the upgrade and preventative maintenance of the IDC access control system at the following total amount:

R..... **(Excluding VAT)**

**In words**

R..... **(Excluding VAT)**

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs, which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

**SIGNED**

**DATE**

\_\_\_\_\_

(Print name of signatory)

Designation

\_\_\_\_\_  
\_\_\_\_\_

**FOR AND ON BEHALF OF:** COMPANY NAME

Tel No

Fax No

Cell No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECTION 4: ANNEXURES**

## Annexure 1: Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

Name of Authorised Signatory \_\_\_\_\_

Position of Authorised Signatory \_\_\_\_\_

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

**[Note to the Bidder: The Bidder must complete all relevant information set out below.]**

### CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

<b>Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:</b>	
<b>Supplier Number</b>	
<b>Unique registration reference number</b>	

### BIDDING STRUCTURE

<b>Indicate the type of Bidding Structure by marking with an 'X':</b>	
<b>Individual Bidder</b>	
<b>Joint Venture/ Consortium</b>	
<b>Prime Contractor with Sub Contractors</b>	
<b>Other</b>	

### REQUIRED INFORMATION

<b>If Individual Bidder:</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	

<b>If Individual Bidder:</b>	
Postal Address	
Physical Address	

<b>If Joint Venture or Consortium, indicate the following for each partner:</b>	
<b>Partner 1</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
<b>Partner 2</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	



<b>If bidder is a Prime Contractor using Sub-contractors, indicate the following:</b>	
<b>Prime Contractor</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
<b>Sub-contractors</b>	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

## Annexure 2: Tax Compliance Requirements

<b>1. TAX COMPLIANCE REQUIREMENTS</b>		
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.		
1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.		
1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.		
1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.		
1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.		
1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
<b>2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>		
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? NO	<input type="checkbox"/> YES <input type="checkbox"/>
2.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? NO	<input type="checkbox"/> YES <input type="checkbox"/>
<p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</b></p>		
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:

## Annexure 3: Supply chain management practices questionnaire

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

[Note to the Respondent: The Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

### Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?  To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.3	Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, \_\_\_\_\_ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Company VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Annexure 4: Declaration of Interest

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1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

2"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed:  
.....

Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, **YES / NO**  
director etc.), aware of any relationship (family, friend, other) between any other  
bidder or any other company and any person employed by the IDC or the dti  
who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
of the company have any interest in any other company whether or not  
they are bidding for this contract? The IDC reserves the right to undertake  
further background checks on any other company where partners, shareholders  
or any interested party of the bidder may be involved in and to consider any  
findings in this regard as part of its vetting processes.

2.11.1 If so, furnish particulars:

.....  
.....  
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

1. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT IDC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;

---

<sup>3</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.

- (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid;  
or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## Annexure 6: Shareholders and Directors Information

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[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

### 6.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

**Note:** The bidder must also attach the detailed Company/ Group Structure where relevant.

### 6.2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% shares
<b>Total Black Shareholding % as per the current and valid B-BBEE Certificate</b>				

**6.3 Directors**

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



Table (b) Details of the key personnel of the bidders' proposed management, senior technicians and technicians: (please refer to par 6.2.2 of Section 2 of this RFP document):

**Proposed Management Team:**

Name	Position	Role / Duties in this Project	Relevant Project References	
			Project Description, Client, Project Period	Reference Details

**Proposed Senior Technicians:**

Name	Position	Role / Duties in this Project	Relevant Project References	
			Project Description, Client, Project Period	Reference Details

**Proposed Technicians:**

Name	Position	Role / Duties in this Project	Relevant Project References	
			Project Description, Client, Project Period	Reference Details



## **Annexure 8: BEE Commitment Plan**

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The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

## Annexure 9: Disclosure Statement

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### **Disclosure Statement**

**In terms of the tender condition 8.6, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:**

- 9.1 The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- 9.2 To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
  - 9.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct;
  - 9.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
  - 9.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
- 9.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 9.2 above must be made separately in respect of each consortium partner
- 9.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 9.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.
- 9.5 The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 9.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.
- 9.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

## **Annexure 10: Local Content Declaration (If Relevant)**

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This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### **2. General Conditions**

- 2.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 2.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 2.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 2.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

2.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

**3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Electrical and Telecom Cables	90%
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

- Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY: IDC**

NB

- The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

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

**WITNESS No. 1** \_\_\_\_\_

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

**WITNESS No. 2** \_\_\_\_\_

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

## Annexure 11 – List Of Equipment

IDC Head Office:

Product codes		QTY
<b>SLP900-0-0-GB</b>	Impro portal pro software license (existing to be reused)	1
<b>HCA930-0-0-GB</b>	Portal Linux OS application controller (IPS Housing)	4
	Two x till points and 1 x management PC (existing ScanTrack Mocca POS system)	1
	Ventraix access tracking - 6 points	1
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	76
<b>HMW901-0-0-GB</b>	Single Wiegand reader module (supports 2 readers) for use with HCW930-0-0-GB	57
<b>PS49-1</b>	PSU - 3 Amp Power Store 13.6VDC 7AH Bat	87
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	208
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	208
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	136
<b>GP1272</b>	12V 7.2AH CSB AGM BATTERY	166
<b>SW165</b>	Securi-Prod Exit Sensor - No Touch 12VDC	60
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	135
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	133
<b>NRU902-0-0-GB</b>	uPass Reach (region 1) long range reader unit, up to 5 metres, with protection hood	15
<b>KB03</b>	Key Box - Slim Double Pole, On/Off (All key switches to use a single key number)	112
<b>HRN980-5-0-GB</b>	Desk mounted tag registration reader for use with Access Portal, USB, 125kHz or 13.56MHz	1
<b>CT60</b>	CT60 visitor vehicle scanner integrated into impro portal	8
<b>Centurion</b>	Boom gates	12
<b>Maxidoor</b>	Roller Shuter & motors	5
<b>ALLTECH</b>	Swing gate motors and arms	10
<b>CT 60</b>	Turnstiles	9
<b>Centurion-Vantage</b>	Access controlled sliding doors	11

**Regional Offices**

<b>1</b>	<b>eMalaheni</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	4
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	8
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	8
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty With Slide Arm	4
<b>2</b>	<b>Kimberley</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	4
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	8
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	8
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	4
<b>3</b>	<b>Bloemfontein</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	4
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	8
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	8
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	4



<b>4</b>	<b>Upington</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	4
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	8
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	8
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	4
<b>5</b>	<b>Durban</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	4
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	8
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	8
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	4
<b>6</b>	<b>Nelspruit</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	3
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	6
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	6
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	3
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	3
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	3

<b>7</b>	<b>Polokwane</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	3
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	6
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	6
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	3
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	3
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	3
<b>8</b>	<b>East London</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	4
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	8
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	8
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	4
<b>9</b>	<b>Port Elizabeth</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	3
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	6
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	6
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	3
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	3
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	3

<b>10</b>	<b>Cape Town</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	4
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	8
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	8
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	4
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	4
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	4
<b>11</b>	<b>Brits</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	3
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	6
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	6
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	3
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	3
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	3
<b>12</b>	<b>Rustenburg</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (I08 I/O modules or additional Wiegand modules)	2
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	4
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	4
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	2
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	2
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	2

<b>13</b>	<b>Mafikeng</b>	
<b>HCW930-0-0-GB</b>	IPS boxed solution includes cluster controller (No LCD), with one Wiegand reader module (supports 2 readers). IPS box has space for 3 additional modules (IO8 I/O modules or additional Wiegand modules)	3
<b>HRW902-5-0-GB</b>	Impro MDR, Multi-Discipline Reader, 125kHz & 13.56MHZ Reader, Wiegand Interface, Second Edition with pigtail	6
	200mm x 100mm x 5mm black perspex plate with rounded corners for mounting of card readers	6
<b>LK118 &amp; LK118-1</b>	elock Indoor Maglock 600lbs (272Kg) 12/24VDC Monitored with LED and ZL Bracket (maglock sensor connected to door controller input)	3
<b>BG-G3P-RS</b>	Resettable Break Glass Green Internal Buzzer + LED + 3 Relay Output Incl. Perspex Cover (connected to door controller input)	3
<b>QS920NHO</b>	Door Closer 1000Mm 80 Kg Heavy Duty with Slide Arm	3

## Annexure 12 – Preventative Maintenance Programme for all Offices

The program below illustrates the test procedures to be followed when conducting maintenance on the Access Control System.

Item	Test procedure
<b>Virtual Impro Server Access Control Data Maintenance</b>	
<b>Server</b>	<ul style="list-style-type: none"> <li>• open Impro server software, check for offline terminals and correct</li> <li>• check offline card readers and correct</li> <li>• Perform Database backup and copy to external HDD</li> <li>• Check database is being backed up daily</li> <li>• perform database maintenance</li> <li>• check take on readers are working</li> <li>• Check HDD health</li> <li>• Check RAM and processor utilisation</li> <li>• Check errors in computer administration</li> <li>• check software versions and upgrade as soon as new versions available</li> <li>• Check firmware versions and upgrade as soon as new versions available</li> </ul>
<b>Access Control Data Base Maintenance</b>	<ul style="list-style-type: none"> <li>• Analyse alarm reports and take action to prevent failures.</li> <li>• Backup and restore data.</li> <li>• Archive offsite.</li> </ul>
<b>Access controlled doors with card reader checks</b>	
<b>Power supply unit</b>	<ul style="list-style-type: none"> <li>• Access point has a dedicated power supply unit</li> <li>• power supply unit is safely mounted either on a wall or in a cable tray. Lying on top of removable ceiling boards is a violation of health and safety requirements and must be noted &amp; rectified.</li> <li>• power supply unit is connected to a plug point located within 1 meter and may be turned off for maintenance</li> <li>• power supply unit is fully enclosed and carries 220V danger labels.</li> <li>• If replaced backup battery. Ensure a label is placed on the new battery with date of installation.</li> <li>• Check power supply unit provides backup battery power</li> <li>• Strobe lights flash</li> <li>• Door remains locked and card readers still work when 220v turned off</li> </ul>
<b>Door controller</b>	<ul style="list-style-type: none"> <li>• Impro Door Controller/IP65 box is safely mounted either on a wall or in a cable tray. Lying on top of removable ceiling boards is a violation of health and safety procedures and must be noted &amp; rectified.</li> <li>• Check that all screws are present</li> <li>• Door controller relay contacts are protected with a metal oxide varistor or other suitable arc suppression technology.</li> <li>• Confirm that all surface cables are situated in channel or conduit. The channel/conduit must be secure and straight.</li> </ul>

Item	Test procedure
	<ul style="list-style-type: none"> <li>• All cables going to the door controller relay free and are not wound around any other cables or pipes</li> <li>• All cables are neatly grouped together as they enter the door controller and secured with cable ties such that the cable cannot be pulled out of its connectors.</li> <li>• All cables are labelled.</li> <li>• All wire joints are crimped with insulated crimps. Ensure that the crimping has been done to specification with correct tools.</li> </ul>
<b>Maglock and door closer</b>	<ul style="list-style-type: none"> <li>• Door closes completely and maglock does not impede the operation of a key lock</li> <li>• Door closure correctly adjusted and door does not slam on being closed.</li> <li>• Check that the maglock degausses on break glass and key override and normal swipes</li> <li>• Mounted securely</li> <li>• Secure when locked</li> <li>• Wires not exposed from the “external” side</li> <li>• Strike plate correctly adjusted.</li> <li>• Strike plate bolt secured with non-permanent Loctite</li> </ul>
<b>Key switch and Break glass unit</b>	<ul style="list-style-type: none"> <li>• Overrides door locks/unlocks</li> <li>• Key switch LED goes off on a swipe.</li> <li>• If no key switch fitted, is there an alternative entry point that does have a key switch.</li> <li>• If no break glass is fitted, is there an alternative entry exit point that does have a break glass. Is there a sign informing people of where the alternate exit point is located.</li> <li>• Door opens when break glass activated</li> <li>• Sound bomb works when break glass activated</li> </ul>
<b>Card reader check</b>	<ul style="list-style-type: none"> <li>• Entry Door opens</li> <li>• Entry LED correct</li> <li>• Database reports reflect the correct access direction</li> <li>• Exit Door opens</li> <li>• Exit LED correct</li> <li>• Database reports reflect the correct access direction</li> </ul>
<b>Push Button</b>	<ul style="list-style-type: none"> <li>• Door opens</li> <li>• LED correct</li> <li>• Database reflects that button pushed</li> </ul>
<b>Cleanliness</b>	<ul style="list-style-type: none"> <li>• Floor/walls/doors clean. No fingerprint/smudge marks present</li> <li>• Access control Equipment, booms, turnstiles mantraps, etc. cleaned</li> <li>• Carpet/floor clean</li> <li>• Refuse removed.</li> <li>• The general area has been left clean and tidy after service</li> </ul>

Item	Test procedure
<b>Access controlled booms with card readers</b>	
<b>Power supply unit</b>	<ul style="list-style-type: none"> <li>• Access point has a dedicated power supply unit</li> <li>• power supply unit is safely mounted either on a wall or in boom cabinet</li> <li>• power supply unit is fully enclosed and carries 220V danger labels.</li> <li>• If replaced backup battery is replaced, ensure a label is placed on the new battery with date of installation.</li> <li>• power supply unit provides backup battery power</li> <li>• Boom gate and readers still work when 220 turned off</li> <li>• Impro Door Controller/IP65 box is safely mounted either on a wall or in Boom</li> </ul>
<b>Door controller</b>	<ul style="list-style-type: none"> <li>• Door controller relay contacts are protected with a metal oxide varistor or other suitable arc suppression technology.</li> <li>• Confirm that all surface cables are situated in channel or conduit. The channel/conduit must be secure and straight.</li> <li>• All cables going to the door controller relay are not wound around any other cables or pipes</li> <li>• All cables are neatly grouped together as they enter the door controller and secured with cable ties such that the cable cannot be pulled out of its connectors.</li> <li>• All cables are labelled.</li> <li>• All wire joints are crimped with insulated crimps. Ensure that the crimping has been done to specification with correct tools.</li> </ul>
<b>Card reader check</b>	<ul style="list-style-type: none"> <li>• Entry Boom opens</li> <li>• Entry LED correct</li> <li>• Database reports reflect the correct access direction</li> <li>• Exit Boom opens</li> <li>• Exit LED correct</li> <li>• Database reports reflect the correct access direction</li> </ul>
<b>Boomgate &amp; Poles</b>	<ul style="list-style-type: none"> <li>• Boom closes level with no reverse movements at the start and end of the open/close operation</li> <li>• Boom operates freely without hitting any obstacles</li> <li>• Boom enclosure is securely mounted.</li> <li>• Beams are securely mounted and working</li> <li>• Dual beams do not interfere. Test by breaking the beam at both the transmitter and receiver.</li> <li>• Boom linkages are tight and have no play</li> <li>• Bearings move freely and are greased</li> <li>• Rubber stoppers are not worn out</li> <li>• Boom is securely mounted.</li> <li>• In event of power failure boom opens.</li> <li>• Must be serviced by OEM 6 Monthly</li> </ul>

Item	Test procedure
<b>Boom Box (gates)</b>	<ul style="list-style-type: none"> <li>• Check functionality and clean exterior.</li> <li>• Check general condition of wiring and damaged, burnt, loose etc.</li> <li>• Check rubber stops and replace if necessary.</li> <li>• Check and tighten screws, nuts and bolts.</li> <li>• Check the condition of beams.</li> <li>• Check the condition of timers for the gates.</li> <li>• Service and clean Mechanisms.</li> <li>• Must be serviced by OEM 6 Monthly</li> </ul>
<b>Cleanliness</b>	<ul style="list-style-type: none"> <li>• Floor/walls/booms clean. No fingerprint/smudge marks present</li> <li>• Access control equipment, booms, turnstiles mantraps, etc. cleaned</li> <li>• Carpet/floor clean</li> <li>• Refuse removed.</li> <li>• The general area has been left clean and tidy after service</li> </ul>
<b>Emergency door service (done afterhours)</b>	
<b>Power supply unit</b>	<ul style="list-style-type: none"> <li>• Access point has a dedicated power supply unit</li> <li>• power supply unit is safely mounted either on a wall or in a cable tray. Lying on top of removable ceiling boards is a violation of health and safety requirements and must be noted &amp; rectified.</li> <li>• power supply unit is connected to a plug point located within 1 meter and may be turned off for maintenance</li> <li>• power supply unit is fully enclosed and carries 220V danger labels.</li> <li>• If replaced backup battery. Ensure a label is placed on the new battery with date of installation.</li> <li>• power supply unit provides backup battery power</li> <li>• Strobe lights flash</li> <li>• Door remains locked when 220v turned off</li> </ul>
<b>Door controller</b>	<ul style="list-style-type: none"> <li>• Confirm that all surface cables are situated in channel or conduit. The channel/conduit must be secure and straight.</li> <li>• All cables are labelled.</li> <li>• All wire joints are crimped with insulated crimps. Ensure that the crimping has been done to specification with correct tools.</li> </ul>
<b>Maglock and door closer</b>	<ul style="list-style-type: none"> <li>• Door closes completely and maglock does not impede the operation of a key lock</li> <li>• Door closure correctly adjusted and door does not slam on being closed.</li> <li>• Check that the maglock degausses on break glass and key override and normal swipes</li> <li>• Mounted securely</li> <li>• Secure when locked</li> <li>• Wires not exposed from the "external" side</li> <li>• Strike plate correctly adjusted.</li> <li>• Strike plate bolt secured with non-permanent Loctite</li> </ul>



Item	Test procedure
<b>Break glass unit</b>	<ul style="list-style-type: none"> <li>• Door opens when break glass unit activated</li> <li>• Sound bomb works when break glass unit activated</li> <li>• Alarm is displayed in control room with door displayed on graphic floor plan</li> </ul>
<b>Cleanliness</b>	<ul style="list-style-type: none"> <li>• Floor/walls/doors clean. No fingerprint/smudge marks present</li> <li>• Access control equipment, booms, turnstiles mantraps, etc. cleaned</li> <li>• Carpet/floor clean</li> <li>• Refuse removed.</li> <li>• The general area has been left clean and tidy after service</li> </ul>
<b>Swing Gate Motors</b>	
<b>Gate motors</b>	<ul style="list-style-type: none"> <li>• Check gate motors operate freely and do not hit any obstacles</li> <li>• Clean gate motor hinges and lubricate</li> <li>• Clean gate hinges and lubricate</li> <li>• Ensure gate motors are factory serviced every year as part of contract</li> <li>• Check warning stickers are on gate</li> <li>• ensure collision safety is operational</li> </ul>
<b>Asset Tracking</b>	
<b>Asset tracking</b>	<ul style="list-style-type: none"> <li>• Ensure asset tracking readers are operational</li> <li>• test tags on readers and check display for transaction</li> <li>• ensure picture of tag holder is displayed</li> <li>• Draw asset tracking report and ensure operational</li> </ul>
<b>Access controlled Turnstiles and Paraplegic gates with card Readers</b>	
<b>Power Supply unit</b>	<ul style="list-style-type: none"> <li>• Access point has a dedicated power supply unit</li> <li>• power supply unit is safely mounted either on a wall or in cabinet</li> <li>• power supply unit is fully enclosed and carries 220V danger labels.</li> <li>• If replaced backup battery. Ensure a label is placed on the new battery with date of installation.</li> <li>• power supply unit provides backup battery power</li> </ul>
<b>Door Controller</b>	<ul style="list-style-type: none"> <li>• Impro Door Controller/IP65 box is safely mounted either on a wall or in cabinet</li> <li>• Check all screws are present</li> <li>• Door controller relay contacts are protected with a metal oxide varistor or other suitable arc suppression technology.</li> <li>• Confirm that all surface cables are situated in channel or conduit. The channel/conduit must be secure and straight.</li> <li>• All cables going to the door controller relay free and are not wound around any other cables or pipes</li> <li>• All cables are neatly grouped together as they enter the door controller and secured with cable ties such that the cable cannot be pulled out of its connectors.</li> <li>• All cables are labelled.</li> <li>• All wire joints are crimped with insulated crimps. Ensure that the crimping has been done to specification with correct tools.</li> </ul>

Item	Test procedure
<b>Card reader check</b>	<ul style="list-style-type: none"> <li>• Turnstile opens</li> <li>• LED correct</li> <li>• Database reports reflect the correct access direction</li> <li>• Ensure turnstile allows only a single person and cannot be spun when triggered</li> <li>• open turnstile, clean limit switch cam and solenoid and regrease</li> <li>• Turnstile enclosure is securely mounted.</li> <li>• Turnstile spins freely in emergency mode</li> </ul>
<b>Turnstiles and Paraplegic gates</b>	<ul style="list-style-type: none"> <li>• Check functionality and clean exterior.</li> <li>• Check and tightened all screws, nuts and bolts.</li> <li>• Service and clean mechanism.</li> <li>• Must be serviced by OEM 6 Monthly</li> </ul>
<b>Cleanliness</b>	<ul style="list-style-type: none"> <li>• Floor/walls/booms clean. No fingerprint/smudge marks present</li> <li>• Access control equipment, booms, turnstiles mantraps, etc. cleaned</li> <li>• Carpet/floor clean</li> <li>• Refuse removed.</li> <li>• The general area has been left clean and tidy after service</li> </ul>
<b>Access controlled sliding Doors with card readers</b>	
<b>Power Supply unit</b>	<ul style="list-style-type: none"> <li>• Access point has a dedicated power supply unit</li> <li>• power supply unit is safely mounted either on a wall</li> <li>• power supply unit is fully enclosed and carries 220V danger labels.</li> <li>• If replaced backup battery. Ensure a label is placed on the new battery with date of installation.</li> <li>• power supply unit provides backup battery power</li> <li>• Door remains locked and readers still work when no 220v</li> </ul>
<b>Door Controller</b>	<ul style="list-style-type: none"> <li>• Impro Door Controller/IP65 box is safely mounted either on a wall</li> <li>• Door controller relay contacts are protected with a metal oxide varistor or other suitable arc suppression technology.</li> <li>• Confirm that all surface cables are situated in channel or conduit. The channel/conduit must be secure and straight.</li> <li>• All cables going to the door controller relay free and are not wound around any other cables or pipes</li> <li>• All cables are neatly grouped together as they enter the door controller and secured with cable ties such that the cable cannot be pulled out of its connectors.</li> <li>• All cables are labelled.</li> <li>• All wire joints are crimped with insulated crimps. Ensure that the crimping has been done to specification with correct tools.</li> </ul>
<b>Card reader check</b>	<ul style="list-style-type: none"> <li>• Entry door opens</li> <li>• Entry LED correct</li> <li>• Database reports reflect the correct access direction</li> <li>• Exit door opens</li> </ul>

Item	Test procedure
	<ul style="list-style-type: none"> <li>• Exit LED correct</li> <li>• Database reports reflect the correct access direction</li> </ul>
<b>Sliding door</b>	<ul style="list-style-type: none"> <li>• Check brass rollers for wear</li> <li>• check rubber belts for wear</li> <li>• check door lock operational when closed</li> <li>• Beams are securely mounted and working</li> <li>• Key switch is working</li> <li>• Must be serviced by OEM 6 Monthly</li> </ul>
<b>Cleanliness</b>	<ul style="list-style-type: none"> <li>• Floor/walls/booms clean. No fingerprint/smudge marks present</li> <li>• Access control equipment, booms, turnstiles mantraps, etc. cleaned</li> <li>• Carpet/floor clean</li> <li>• Refuse removed.</li> <li>• The general area has been left clean and tidy after service</li> </ul>
<b>Cashless Canteen System</b>	
	<ul style="list-style-type: none"> <li>• Must be maintained by ScanTrack Mocca POS service provider.</li> </ul>
<b>Vehicle and licence scanners</b>	
<b>Visitor vehicle and licence scanners</b>	<ul style="list-style-type: none"> <li>• Ensure all visitor scanners are operational</li> <li>• Ensure data is being transmitted back to database</li> <li>• Ensure reporting is working</li> </ul>
<b>Electronic Occurrence Book</b>	
<b>Electronic Occurrence Book</b>	<ul style="list-style-type: none"> <li>• Ensure electronic occurrence book is operational</li> <li>• Ensure reports can be drawn from Electronic Occurrence Book</li> </ul>
<b>Monthly Service Reports</b>	
<b>Reports</b>	<ul style="list-style-type: none"> <li>• Comprehensive reports submitted monthly after every service with service items checked and pictures of any faults found</li> <li>• ability to pick up trends during servicing such as door closer continually needing adjustment</li> </ul>
<b>Roller Shutter Doors</b>	
	<ul style="list-style-type: none"> <li>• Check door is rolling freely when opening and closing</li> <li>• Lubricate door hinges and guide tracks</li> <li>• Check all parts are tight</li> <li>• Listen for noise from Motor and gearbox</li> <li>• Check gearbox oil and replenish if required</li> <li>• Must be serviced by OEM 6 Monthly</li> </ul>