



**T30/08/21**

**REQUEST FOR PROPOSAL FOR THE  
PREVENTATIVE MAINTENANCE AND  
UPGRADE OF THE IDC'S CCTV  
SURVEILLANCE SYSTEM**

**BID CLOSING DATE:  
15 SEPTEMBER 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 06 September 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 **15 September 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 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 and Industry (the dti) and to ensure full compliance with 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.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> and the National Treasury latest instruction notes can be accessed on <http://ocpo.treasury.gov.za/Pages/default.aspx>. In the event of any conflict between dtic and National Treasury on specified local content minimum thresholds, the IDC reserves the right to apply the most relevant during the adjudication of this RFP. The inclusion of minimum local content thresholds is therefore included in this RFP by reference to the relevant websites listed herein, for products listed (where applicable). For Local Content



requirements, it will be required that only locally produced or manufactured goods, with a stipulated minimum threshold for local content will be considered.

## 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 2 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 3 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
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
  - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
  - Section 3: 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 2 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	30%
<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**

## **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 Conference 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, have CCTV surveillance 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). The upgrades also apply to the surveillance systems at Head Office.

It is for this reason that the IDC seeks to appoint a capable CCTV surveillance system service provider to implement the upgrade and provide maintenance (preventative and reactive) on the CCTV system installations at Head Office and Regional Offices.

The current CCTV System runs on Avigilon software. This software is running on various brands of analogue cameras and Avigilon IP cameras. The Head Office and Regional Offices are connected via an IT network and monitored centrally at the Security Control Room at IDC Head Office. Backups are managed from Head Office.

The table below shows the quantity of equipment installed at the IDC Head office (19 Fredman Drive, Sandown):

No	Building/equipment	Model	IDC1	IDC2	Grand Total
1.	2mp IP Dome camera (interior)	2.0C-H5A-D1-IR	23	9	32
2.	2mp IP bullet camera (interior)	2.0C-H5A-BO1-IR	2	4	6
3.	12mp IP fisheye camera (interior)	12.0-H4F-DO1-IR	86	28	114
4.	8mp IP 360 degree camera (interior)	Avigilon	7	0	7
5.	9mp IP 180 degree camera (interior)	9C-H4A-3MH-270	3	1	4
6.	12mp IP Fisheye camera (exterior)	12.0-H4F-DO1-IR	28	7	35
7.	2mp IP Dome camera (exterior)	2.0C-H5M-DO1-IR	2	1	3
8.	9mp IP 180 degree camera (exterior)	9C-H4A-3MH-270	4	2	6
9.	2mp IP Bullet camera (exterior)	2.0C-H5A-BO1-IR	5	0	5
10.	Analogue Cameras	Various	109	4	113
11.	Avigilon Encoders	ENC-4P-H264	28	1	29
12.	Avigilon NVR Appliance - HD Video Appliance Pro 16-port 12TB unit, UK. ACC licenses sold separately	VMA-AS3-16P12-UK	5	0	5
13.	Avigilon NVR HD Server - HD NVR4 PRM 128TB 2U Rack Mnt, Windows Server 2016	HD-NVR4-PRM-128TB-EU	5	0	5
14.	Monitors	6 – 46” 2 - 32” 4 - 23”	12	0	12
<b>Grand Total</b>			<b>319</b>	<b>57</b>	<b>376</b>

The table below shows the quantity of equipment installed at the IDC Regional Offices:

No	IDC Regional Office	IDC Regional Office Address	CCTV Monitors Model 19inch Monitor Samsung/ Lenovo	Avigilon NVR Appliance Model VMA-AS3-16P12-UK	Avigilon Encoders Model ENC-4P-H264	Avigilon IP Dome camera Model 2.0C-H5A-D1-IR	Analogue Cameras Various	Avigilon IP Fisheye Model MP
1.	Polokwane	Ground Floor, Maneo Building, 73 Biccard Street	1	1	0	3	0	4

No	IDC Regional Office	IDC Regional Office Address	CCTV Monitors Model 19inch Monitor Samsung/ Lenovo	Avigilon NVR Appliance Model VMA-AS3- 16P12-UK	Avigilon Encoders Model ENC-4P- H264	Avigilon IP Dome camera Model 2.0C- H5A-D1- IR	Analogue Cameras Various	Avigilon IP Fisheye Model MP
2.	Rustenburg	Ground Floor, New Heights, 67 Brink Street, Rustenburg.	1	1	0	5	0	0
3.	Brits	Suite 108, Safari Centre, 28 Van Velden Street, Brits	1	1	1	8	1	0
4.	Mafikeng	1B Mikro Plaza, cnr First Street/Bessemer Street, Industrial Sites Mahikeng	1	1	3	0	9	0
5.	Cape Town	24th Floor ABSA Centre, 2 Riebeeck Street, Cape Town	1	1	1	4	1	1
6.	Port Elizabeth	Southern Life Gardens, Block A (Ground), 70 2nd Avenue, Newton Park, Port Elizabeth	1	1	1	1	4	0
7.	East London	2nd Floor Block B, Chesswood Office Park, 8 Winkley Street, Berea, East London	1	1	2	0	8	0
8.	Durban	Suite 2101, 21st Floor, The Embassy Building, 199 Anton Lembede Street, Durban.	2 (19" & 32")	1	1	1	4	3
9.	Nelspruit	The Maxsa Building, Suite 702, 7th Floor, 15 Ferreira Street, Mbombela, 1200	1	1	2	0	8	0
10.	Upington	De Drift Plaza, Block 6, Olyvenhoutsdrift Settlement, Louisvale Avenue, Upington, 8800	1	1	1	4	4	0
11.	Kimberley	Sanlam Business Complex, 13 Bishops Avenue, Kimberley, 8301	2 (19" & 32")	1	0	3	0	2
12.	Emalahleni	Office unit 304, Section 95, Smokey Mountain Office Park, Route N4 Business Park, Ben Fleur x11, Emalahleni	1	1	0	8	0	1
13.	Bloemfontein	10 Barnes Street, Westdene, Bloemfontein	1	1	2	0	6	0
<b>Grand Total</b>			<b>13</b>	<b>13</b>	<b>15</b>	<b>35</b>	<b>45</b>	<b>11</b>

### 3. **Scope of Work/Terms of Reference**

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The appointed service provider will be responsible for the CCTV systems located at IDC Head Office and Regional Offices for a period of five (5) years. The scope of work will include the provision of preventative maintenance services on a monthly basis for Head Office and on a quarterly basis for Regional Offices as well as the upgrade of old equipment at Head Office and Regional Offices. The appointed 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 ad hoc basis at all IDC Offices, subject to IDC approval.

#### **3.1. SERVICE PROVIDER EXPERIENCE**

The service provider will be required to have relevant experience in installations and maintenance of CCTV systems as installed at the IDC. The team to be deployed at the IDC for new installations and maintenance work is to possess all relevant qualifications, skills and experience in similar maintenance and installations. The proposed team members must **each** have a minimum of five (5) years' experience in installing and maintaining CCTV systems.

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

The service provider will be required to provide maintenance on the new and current systems for a period of five (5) years.

##### **3.2.1. PREVENTATIVE MAINTENANCE ON CCTV SYSTEM**

The service provider will be required to:

- Perform maintenance and parts replacement in accordance with the manufacturer's recommendations and good maintenance practice to ensure continued operation of the CCTV systems 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 in point 3.3 below;
- 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
- Have the ability to respond and attend to emergency calls on an ad hoc basis as per 5.1.5 and 5.1.6 below.



### 3.2.2. CCTV SYSTEM STANDARD MAINTENANCE

The service provider will be required to carry out CCTV System standard maintenance service work as detailed below:

### 3.3 The table below indicates the maintenance program:

No	Item	Description
1	Network Video Recording (NVR) Server and Appliance	<ul style="list-style-type: none"> <li>- Check master clock to ensure all NVRs are recording with the same timestamp</li> <li>- Check motion detection levels to minimize wasted hard drive space if NVR recording is wrapping over too quickly</li> <li>- Check privacy masking zones (only if setup)</li> <li>- Visual inspection of all NVR hardware. Look for dirt or dust out of NVR fan grills, strange noises, etc.</li> <li>- Visual inspection of all cabling leaving the NVR rack.</li> <li>- Check NVR CPU Usage, memory usage and error logs</li> <li>- Check if any HDD errors</li> </ul>
2	CCTV Cameras and Housing	<ul style="list-style-type: none"> <li>- Check camera picture on NVR recordings for day and night-time.</li> <li>- Camera/lens focus, and auto iris is adjusted properly</li> <li>- Camera field of view is adjusted to customer's requirements</li> <li>- Camera/housing viewing window is clean, inside, and out.</li> <li>- Camera lens is dust free.</li> <li>- Interior of camera enclosure is clean and dry. Replace silicon bag if camera is opened</li> <li>- Check operation of pan tilt and zoom focus. Use controller in control room to check all these operations.</li> </ul>
3	CCTV Monitors and PC	<ul style="list-style-type: none"> <li>- Check NVR CPU Usage, memory usage and error logs</li> <li>- Monitors are free from picture burn-in and distortion</li> <li>- Monitors have proper contrast and brightness.</li> <li>- Check if any HDD errors</li> <li>- Clean all monitor screens, control panels, and keyboards</li> <li>- Visual inspection of all Client PC hardware. Look for dirt or dust out of NVR fan grills, strange noises, etc.</li> </ul>
4	Cabling	<ul style="list-style-type: none"> <li>- Check wiring and cable harnesses for wear and fray</li> <li>- check all visible joints to ensure terminations are not loose.</li> <li>- Ensure cable is labelled at the Camera and switch sides.</li> <li>- Ensure all external surface cabling is in conduit or flexi conduit.</li> </ul>
5	Power Supplies	<ul style="list-style-type: none"> <li>- Confirm voltage at the camera as long runs can cause volts drops and lessen the performance of the camera.</li> <li>- Confirm all power supplies are mounted securely and can be turned off in order to conduct maintenance.</li> <li>- Check all power supply fuses to determine if resettable type has not been installed.</li> </ul>
6	Cleanliness	<ul style="list-style-type: none"> <li>- Floor/walls/doors clean. No fingerprint/smudge makes present</li> <li>- Carpet/floor clean</li> <li>- Refuse removed.</li> <li>- The general area has been left clean and tidy.</li> </ul>

### 3.4. EMERGENCY CALL OUTS 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 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. A severity 1 problem is defined as a problem where the failure is impacting the normal business activities of the IDC e.g., fault on a NVR or camera that is installed in a strategic area such as IT server room, Executive Area, Procurement, Facilities, Reception Area, etc.	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. A severity 2 problem is defined as a problem where the system is malfunctioning which may lead to system failure.	4 hours

**3.5. MAINTENANCE SCHEDULE:**

- The maintenance schedule shall be compiled in accordance with the quantity of equipment as detailed in point 2 (Background Information). 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; and
- The service provider shall deploy sufficient staff on the contract to ensure completion of the works within the program and within normal working hours. Normal working hours will be from 07H00 to 16H00 Monday to Friday excluding Public Holidays.

**3.6. 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 National Certificate -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 as part of their bid submission.
- 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; and
- All maintenance staff must be fully trained to:
  - Perform the maintenance services.
  - Do fault finding.
  - Do repairs on all the equipment.

### **3.7. MEETINGS:**

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

### **3.8. SERVICE LEVEL AGREEMENT (SLA):**

The service provider must be willing to enter into a signed SLA with the IDC. The following KPIs 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.

### **3.9. 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; and
- 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

### 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="233 674 1066 1084"> <thead> <tr> <th data-bbox="233 674 683 707">Risk Insurance description</th> <th data-bbox="683 674 1066 707">Insurance Cover</th> </tr> </thead> <tbody> <tr> <td data-bbox="233 707 683 741">THEFT &amp; MALICIOUS DAMAGE</td> <td data-bbox="683 707 1066 741">R 50 000.00</td> </tr> <tr> <td data-bbox="233 741 683 801">TRANSIT AND OFF-SITE STORAGE</td> <td data-bbox="683 741 1066 801">R 50 000.00</td> </tr> <tr> <td data-bbox="233 801 683 862">SURROUNDING PROPERTY LIMIT</td> <td data-bbox="683 801 1066 862">R 500 000.00</td> </tr> <tr> <td data-bbox="233 862 683 1021">ADDITIONAL REMOVAL OF DEBRIS (i.e. Collapsed ceilings, damaged infrastructure, etc. Damage caused by CCTV surveillance equipment/personal)</td> <td data-bbox="683 862 1066 1021">R 250 000.00</td> </tr> <tr> <td data-bbox="233 1021 683 1055">CLAIMS PREPARATION COSTS</td> <td data-bbox="683 1021 1066 1055">R 10 000.00</td> </tr> <tr> <td data-bbox="233 1055 683 1084">PUBLIC LIABILITY LIMIT</td> <td data-bbox="683 1055 1066 1084">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 CCTV surveillance 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 CCTV surveillance 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 <u>the company</u>, all of the <u>company's directors</u> and <u>proposed technicians</u> 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 AND BIDDERS NOT BEING FURTHER EVALUATED.</b></p>		
<p><b>Substantiate / Comments</b></p>		

5.1.3 AVIGILON ACCREDITATION	Comply	Not Comply
<p>The bidder and its technicians must all be accredited to work on Avigilon systems (ACC 7 Software Certified Installer).</p> <p><b>Note:</b> Bidders to attach the required proof in the form of a partner certificate issued in the name of the company and installation certificates for all the proposed resources allocated to this project indicating that they are ACC 7 Software Certified Installers</p> <p><b>FAILURE TO ATTACH COPIES OF ALL THE ABOVE REQUESTED CERTIFICATION FOR <u>THE COMPANY</u> AND <u>PROPOSED TECHNICIANS</u> WILL LEAD TO DISQUALIFICATION AND BIDDERS NOT BEING EVALUATED FURTHER.</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>		

5.1.5 SERVICE PROVIDERS RESOLUTION TO SEVERITY 1 PROBLEM	Comply	Not Comply
<p>The bidder must resolve a Severity 1 Problem within one (1) hour of a call by the IDC.</p> <p>A <u>Severity 1 Problem</u> is defined as a problem where the failure is impacting the normal business activities of the IDC e.g., fault on a NVR or camera that is installed in a strategic area such as IT server room, Executive Area, Procurement, Facilities, Reception Area, etc.</p>		
<p><b>Substantiate / Comments</b></p>		

<b>5.1.6 SERVICE PROVIDERS RESOLUTION TO SEVERITY 2 PROBLEM</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder must resolve a Severity 2 Problem within four (4) hours of call by the IDC.</p> <p><u>A severity 2</u> problem is defined as a problem where the system is malfunctioning which may lead to system failure.</p>		
<b>Substantiate / Comments</b>		

<b>5.1.7 SITE TAKE OVER</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder must have the capability to take over the sites immediately and provide an assessment report to IDC within thirty (30) days from award.</p> <p>To substantiate, the bidder is required to provide a methodology on how the site take over assessment will be done.</p>		
<b>Substantiate / Comments</b>		

<b>5.1.8</b>	<b>KEY REQUIREMENTS TO RENDER MAINTENANCE SERVICES</b>	<b>Comply</b>	<b>Not Comply</b>
5.1.8.1	The bidder must ensure that ALL technicians allocated to the project have valid PSIRA certificates i.e., the “New Certificate” in line with industry circular issued by PSIRA on 10 March 2015.		
5.1.8.2	The bidder must ensure that criminal record checks will be done on technicians deployed at the IDC and company directors at least once 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.		
5.1.8.3	The bidder will be required to comply with the requirement of the State Security Agency (SSA) for the security screening process to be conducted on each company director/owners. If the bidder has already been screened by the SSA, the bidder must submit the screening certificate/ report. In instances where the bidder’s SSA screening results are negative the IDC reserves the right not to appoint the service provider.		
5.1.8.4	The bidder must ensure that a site file with systems drawings, cable layouts, software upgrade keys and asset register is kept at the IDC Head Office for the duration of the contract.		
5.1.8.5	The bidder must ensure that after appointment it has taken out sufficient public liability insurance to cover any negligence and/or damages whilst they provide services to the IDC.		

5.1.8	KEY REQUIREMENTS TO RENDER MAINTENANCE SERVICES	Comply	Not Comply
5.1.8.6	The bidder will be required to provide a service schedule to be approved by the IDC before work commencement		
5.1.8.7	The bidder must ensure all services will be rendered in accordance with IDC Service Standard and maintenance programme e.g., ensure that cables are labelled and are on the cable tray at all times, cameras are cleaned and adjusted correctly to the points. Refer to section 3.2		
5.1.8.8	The IDC considers the information captured by the CCTV system, such as the footage/recordings from the cameras, as "Personal Information" according to Protection of Personal Information Act ("POPI"). Bidders 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.		
5.1.8.9	The bidder must ensure that the cameras and related equipment is not enabled for sound.		

## 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 and wide experience in the upgrading as well as the maintenance of the Avigilon CCTV Systems within the past five (5) years.</p> <p>To substantiate, the bidder must provide three (3) relevant contactable references from organisations where the bidder has rendered upgrade and maintenance services on and Avigilon CCTV System that consist of <b>at least 120 cameras</b> and have <b>minimum three (3) months backup recording</b>.</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:</b> The IDC reserves the right to conduct reference checks on all the provided references.</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 must have all the relevant qualifications, skills and experience.</p> <p>The bidder 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 technicians; and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks.</li> </ul> <p>All technicians allocated to the project must have minimum of three (3) years' experience working with the Avigilon CCTV system, must have the relevant skills, knowledge, and expertise to install, maintain and service the Avigilon CCTV Surveillance System.</p>			
<b>Substantiate / Comments</b>			

5.2.3 BIDDER'S PROPOSED METHODOLOGY	Comply	Partially Comply	Not Comply
<p>The bidder is required to demonstrate their thorough understanding of the objectives and deliverables of this project.</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.</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 with 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

### 7.1 PREVENTATIVE MAINTENANCE

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

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

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

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

**Table C: Preventative Maintenance: Regional Offices**

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

**Note:** The Maintenance Cost for all offices must include system faults on unlimited call outs.

7.2 Once-Off Projects for the supply of Avigilon cameras and NVRs.

Table D: Supply and Delivery of new Avigilon Cameras and NVRs (Head Office)

IDC Head Office (IDC 1 & IDC 2)						
Name	Model	Storage	Total Data	Storage Time	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
IDC H/O NVR 1	NVR4X-PRM-192TB-EU	182.4 TB	427.13 Mbps	331 days 9 hours		
IDC H/O NVR 2	NVR4X-PRM-192TB-EU	182.4 TB	424.37 Mbps	334 days 3 hours		
IDC H/O NVR 3	NVR4X-PRM-192TB-EU	182.4 TB	424.37 Mbps	333 days 11 hours		
Regional Offices						
Name	Model	Storage	Total Data	Storage Time	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
Polokwane	VMA-AS3-16P12-EU	11.4 TB	26.58 Mbps	240 days 21 hours		
Rustenburg	VMA-AS3-8P8-EU	7.6 TB	13.77 Mbps	448 days 16 hours		
Brits	VMA-AS3-8P8-EU	7.6 TB	24.54 Mbps	267 days 3 hours		
Mafikeng	VMA-AS3-8P4-EU	3.8 TB	22.50 Mbps	312 days 18 hours		
Cape Town	VMA-AS3-8P8-EU	7.6 TB	18.10 Mbps	314 days 4 hours		
Port Elizabeth	VMA-AS3-8P2-EU	1.9 TB	12.75 Mbps	216 days 5 hours		
East London	VMA-AS3-8P2-EU	1.9 TB	20.00 Mbps	175 days 22 hours		
Durban	VMA-AS3-16P12-EU	11.4 TB	26.49 Mbps	310 days 23 hours		
Nelspruit	VMA-AS3-8P2-EU	1.9 TB	20.00 Mbps	175 days 22 hours		
Upington	VMA-AS3-8P8-EU	7.6 TB	21.02 Mbps	401 days 1 hours		
Kimberly	VMA-AS3-16P12-EU	11.4 TB	17.42 Mbps	396 days 14 hours		
Emalahleni	VMA-AS3-16P12-EU	11.4 TB	26.62 Mbps	313 days 6 hours		
Bloemfontein	VMA-AS3-8P2-EU	1.9 TB	15.00 Mbps	234 days 13 hours		

Description	Model	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
<b>IDC 1</b>				
1.	4mp Avigilon IP Dome	2.0C-H5A-DO1-IR	109	
2.	Software Licence - ACC-7 Enterprise	ACC7-ENT	89	
3.	ACC7-STD-TO-ENT-UPGRADE License		241	
4.	Smart Assurance Plan (5Years)		326	
<b>IDC 2</b>				
5.	4mp Avigilon IP Dome	2.0C-H5A-DO1-IR	4	
<b>Sub-Total (Table D) (VAT Excl.)</b>				

**Table E: Supply and delivery of new Avigilon Cameras and NVRs (Regional Offices)**

NO.	Regional offices	Description	Model	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
1	Bloemfontein	NVR Appliance	VMA-AS3-16P12-UK	1		
		12mp Avigilon Fisheye	MP	2		
		4mp Avigilon IP Dome	2.0C-H5A-DO1-IR	3		
		ACC 7 camera license	ACC7-STD Licenses	5		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
2	Kimberley	NVR Appliance	VMA-AS3-16P12-UK	1		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
3	Nelspruit	NVR Appliance	VMA-AS3-16P12-UK	1		
		12mp Avigilon Fisheye	MP	2		
		4mp Avigilon IP Dome	2.0C-H5A-DO1-IR	3		
		ACC 7 camera license	ACC7-STD Licenses	5		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
4	Port Elizabeth	NVR Appliance	VMA-AS3-16P12-UK	1		
		12mp Avigilon Fisheye	MP	3		
		4mp Avigilon IP Dome	2.0C-H5A-DO1-IR	1		
		ACC 7 camera license	ACC7-STD Licenses	4		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
5	East London	NVR Appliance	VMA-AS3-16P12-UK	1		
		12mp Avigilon Fisheye	MP	2		
		4mp Avigilon IP Dome	2.0C-H5A-DO1-IR	2		
		ACC 7 camera license	ACC7-STD Licenses	4		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
6	Polokwane	NVR Appliance	VMA-AS3-16P12-UK	1		
		4mp Avigilon IP Dome	2.0C-H5A-DO1-IR	1		
		ACC 7 camera license	ACC7-STD Licenses	7		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
7	Brits	NVR Appliance	VMA-AS3-16P12-UK	1		
		4mp Avigilon IP Dome	2.0C-H5A-DO1-IR	1		
		ACC 7 camera license	ACC7-STD Licenses	1		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
8	Rustenburg	NVR Appliance	VMA-AS3-16P12-UK	1		
		4mp Avigilon IP Dome (replace faulty camera)	2.0C-H5A-DO1-IR	1		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
9	Upington	NVR Appliance	VMA-AS3-16P12-UK	1		

NO.	Regional offices	Description	Model	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
		12mp Avigilon Fisheye	MP	2		
		ACC 7 camera license	ACC7-STD Licenses	2		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
10	Mafikeng	NVR Appliance	VMA-AS3-16P12-UK	1		
		12mp Avigilon Fisheye	MP	2		
		4mp Avigilon IP Dome	2.0C-H5A-DO1-IR	4		
		ACC 7 camera license	ACC7-STD Licenses	6		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
11	Emalahleni	NVR Appliance	VMA-AS3-16P12-UK	1		
		ACC 7 camera license	ACC7-STD Licenses	9		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
12	Cape Town	NVR Appliance	VMA-AS3-16P12-UK	1		
		4mp Avigilon IP Dome	2.0C-H5A-DO1-IR	1		
		ACC 7 camera license	ACC7-STD Licenses	1		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
13	Durban	NVR Appliance	VMA-AS3-16P12-UK	1		
		IP Dome Camera	2.0C-H5A-DO1-IR	4		
		ACC 7 camera license	ACC7-STD Licenses	4		
		Warranty Expansion	VMA AS2 2Year warranty expansion	1		
<b>Sub-Total (Table E) (VAT Excl.)</b>						

**Important Note:** Avigilon will assist the installer with an Audit before final supply and installation.

**Table F: Installation Fees for once-off project:**

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
IDC1 Building (Head Office) equipment installation				
IDC2 Building (Head Office) equipment installation				
Regional Offices equipment installation				
Commissioning and operational/ user Training to 6 IDC employees				
<b>Sub-Total (Table F) (VAT Excl.)</b>				

**Note:** Bidders are required to provide supporting information on any incidental costs which may be incurred during the installation of the once-off project and should fully describe the circumstances under which such costs may be incurred.

**Table G: Summary of Costs**

Cost Element			Total Cost (VAT Excl.)
Preventative Maintenance Cost	Table A	Preventative Maintenance: IDC1	
	Table B	Preventative Maintenance: IDC2	
	Table C	Preventative Maintenance: Regional Office	
Once-off Projects	Table D	Supply and Delivery of new Avigilon Cameras and NVR's (Head Office)	
	Table E	Supply and Delivery of new Avigilon Cameras and NVRs (Regional Offices)	
	Table F	Installation Fees for Once-Off Projects	
<b>Total Bid Price for Five Years (A+B+C+D+E+F) (VAT Excl.)</b>			

**7.3 SUPPLY OF CRITICAL EQUIPMENT AND PARTS (AD-HOC BASIS)**

The appointed service provider will be required to supply and deliver equipment 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 H: Equipment and Parts**

Model No.	Description	Qty	Unit Price	Total Price
<b>ACC 7 SOFTWARE AND LICENSING.</b>				
ACC7-ENT	ACC 7 Enterprise Edition camera license	10		
ACC7-ENT-VER-UPG	ACC 5 or ACC 6 to ACC 7 Enterprise Edition Version Upgrade license	260		
<b>PREMIUM NVR 4</b>				
HD-NVR4-PRM-128TB-EU	HD NVR4 PRM 128TB 2U Rack Mnt, Windows Server 2016	2		
<b>NVR ACCESSORIES</b>				
HD-NVR-ANK2-1	Analytics Kit for Appearance Search and Face Recognition, NVR4 Value or any NVR3 models	5		
HD-NVR4-PRM-2NDPS-UK	Power Supply, Hot-Swappable, NVR4 PRM, UK power cord	5		
HD-NVR4-SFPPLUS-DA	SFP+ 10GbE Transceiver at each end of Twinax Direct Attach Copper Cable, 3m	5		
HD-NVR4-SFPPLUS-SR	SFP+ 10GBASE-SR Optical Transceiver (single)	5		

Model No.	Description	Qty	Unit Price	Total Price
HD-NVR4-STD-10GBE	Network Card, DP 10G-SFP+, NVR4 Standard	5		
HD-NVR3-SFPPLUS-DA	SFP+ 10GbE Transceiver at each end of Twinax Direct Attach Copper Cable, 3m	5		
HD-NVR3-SFPPLUS-SR	SFP+ 10GBASE-SR Optical Transceiver (single)	5		
HD-NVR3-STD-W10UPG	WES7 to Win10 Upgrade - HD NVR3 Standard models	5		
ST12000VE0008	NVR Storage - Seagate Surveillance HDD Skyhawk AI. HDD capacity: 12000 GB, HDD speed: 7200 RPM	5		
<b>NVR -VMA AS3 APPLICANCES</b>				
VMA-AS3-16P12-UK	HD Video Appliance Pro 16-port 12TB unit, UK. ACC licenses sold separately	2		
VMA-AS1-W10UPG	WES7 to Win10 Upgrade - AS1	2		
<b>RM5 WORKSTATIONS</b>				
RM5-WKS-4MN-EU	Remote Monitoring Workstation, 4 monitors, EU	1		
RM5-WKS-2MN-EU	Remote Monitoring Workstation, 2 monitors, EU	1		
<b>MONITORS</b>				
M1300-EU	Monitor, 19", LCD, 1.3 Megapixel, 5:4 Standard Aspect Ratio	5		
M2324-EU	Monitor, 24", LCD, 2.3 Megapixel, 16:10 Widescreen Aspect Ratio - EU	5		
M4K32-EU	Monitor, 32" LCD 4K UHD, 16:9 Widescreen Aspect Ratio - EU	2		
M4K43-EU	Monitor, 43" LCD 4K UHD, 16:9 Widescreen Aspect Ratio - EU	2		
<b>NETWORKING</b>				
S8P-124W-EU	8 Port Gigabit PoE Switch, 124W - EU	1		
S24P-382W-EU	24 Port Gigabit PoE Switch, 382W - EU	1		
ES-PS-S4	Managed switch, 5 port, Outdoor IP66, -40°C (-40°F) to 50°C (122°C), Gigabit Ethernet, AC power input. 1x SFP uplink and 4 port RJ45.	1		
POE-INJ2-STD-EU	Indoor single port Gigabit 802.3af PoE injector, Class 3 - EU power cord.	1		
<b>MICROPHONE</b>				
ACC-MIC	Omni-directional, low impedance, electret condenser microphone with built-in preamp for producing line level output.	1		
<b>JOYSTICKS</b>				
ACC-USB-JOY-PRO	Fully configured Professional USB Surveillance joystick for full control of	1		



Model No.	Description	Qty	Unit Price	Total Price
	Avigilon Control Center including shuttle playback control and digit			
<b>H5A DOME CAMERAS</b>				
2.0C-H5A-DO1-IR	2.0 MP (1080p) WDR, LightCatcher, Day/Night, Indoor Dome, 3.3-9mm f/1.3 P-iris lens, Integrated IR, Next-Generation Analytics	5		
2.0C-H5A-D2	2.0 MP (1080p) WDR, LightCatcher, Day/Night, Indoor Dome, 9-22mm f/1.6 P-iris lens, Next-Generation Analytics	5		
4.0C-H5A-D1-IR	4.0 MP WDR, LightCatcher, Day/Night, Indoor Dome, 3.3-9mm f/1.3 P-iris lens, Integrated IR, Next-Generation Analytics	5		
4.0C-H5A-D2	4.0 MP WDR, LightCatcher, Day/Night, Indoor Dome, 9-22mm f/1.6 P-iris lens, Next-Generation Analytics	5		
<b>H5A BULLET CAMERAS</b>				
2.0C-H5A-BO1-IR	2.0 MP (1080p) WDR, LightCatcher, 3.3-9mm f/1.3 P-iris lens, Integrated IR, Next-Generation Analytics	5		
2.0C-H5A-BO2-IR	2.0 MP (1080p) WDR, LightCatcher, 9-22mm f/1.6 P-iris lens, Integrated IR, Next-Generation Analytics	5		
4.0C-H5A-BO1-IR	4.0 MP WDR, LightCatcher, 3.3-9mm f/1.3 P-iris lens, Integrated IR, Next-Generation Analytics	5		
4.0C-H5A-BO2-IR	4.0 MP WDR, LightCatcher, 9-22mm f/1.6 P-iris lens, Integrated IR, Next-Generation Analytics	5		
<b>CAMERA ACCESSORIES</b>				
H4A-MT-NPTA1	NPT adapter for use with H5A/H4A pendant dome cameras	1		
H4A-MT-WALL1	Wall mount bracket for use with H5A/H4A pendant dome cameras	1		
H4-MT-CRNR1	Corner mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1, H4SL, H4F, H4 PTZ, H4 IR PTZ and H4 Multisensor cameras.	1		
CM-AC-GROM1	Cable sealing grommet for use with 3/4" conduit entry, pack of 10	1		
H4-BO-JBOX1	Junction box for the H4A HD Bullet, H4SL HD Bullet, or H4 Thermal cameras.	1		
<b>H5M DOME CAMERAS</b>				
2.0C-H5M-DO1-IR	2.0 MP WDR, LightCatcher, Day/Night, Outdoor Dome, 2.8mm f/1.2, IR	3		
H5M-MT-DCIL1	In-ceiling mount adapter for H5M dome cameras	3		
<b>H4 IR PTZ CAMERAS</b>				

Model No.	Description	Qty	Unit Price	Total Price
2.0C-H4IRPTZ-DP30-WP	2MP H4 IR PTZ, with Wiper 30X, Self-learning analytics, IK10, IP66, 250m IR	1		
IRPTZ-MNT-NPTA1	Pendant NPT adapter. For use with H4 IR PTZ or H4A-MH-AD-PEND1 on H4 Multisensor.	1		
IRPTZ-MNT-WALL1	Pendant wall mount adapter. For use with H4 IR PTZ or H4A-MH-AD-PEND1 on H4 Multisensor.	1		
POE-INJ2-95W-NA	Indoor single Port PoE Injector Gigabit, 95W, NA power cord, for use with H4IR PTZ - indoor installation rated. Temperature range of the PoE	1		
MP	12.0 MP, Fisheye Camera, Day/Night, 1.45mm f/2.2, Integrated IR	5		
H4F-MT-NPTA1	NPT adapter for use with H4F cameras	5		
H4F-AC-DES11	Desiccant packs for use with H4F cameras, contains qty 5. individually packaged dessicant packs	5		
H4F-DO-CVER1	Replacement top cover assembly for H4F camera. Includes dome bubble, IR board, mic and grey camera cover.	5		
<b>H4A MULTI SENSOR CAMERAS</b>				
9C-H4A-3MH-270	3x 3 MP, WDR, LightCatcher, 2.8mm, Camera Only	2		
CM-AC-FERR1	Ferrite clamp, for use with H4 Multisensor aux power cable to meet EN-50121-4 compliance. Pack of 5.	1		
H4AMH-AD-PEND1	Outdoor pendant mount adapter, must order one of IRPTZ-MNT-WALL1 or IRPTZ-MNT-NPTA1 and one of H4AMH-DO-COVR1 or H4AMH-DO	2		
<b>H4 INTERCOM</b>				
3.0C-H4VI-RO1-IR	3.0 MP, H4 Video Intercom, WDR, LightCatcher, Day/Night, 1.83mm f/2.4, Integrated IR, Recessed Mount	1		
H4VI-AC-RELY1	Safety Relay for H4 Video Intercom	1		
H4VI-MT-SURF1	Surface mount adapter for H4 Video Intercom	1		
<b>Total G (VAT Excl.)</b>				

**7.4 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 Weekdays (07h00 to 16h00)	Fee: Weekdays 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. **T30/08/21**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide Upgrading and Preventative Maintenance on CCTV Surveillance System to the IDC 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

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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

**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>Supplier Number</b>	
<b>Unique registration reference number</b>	

### BIDDING STRUCTURE

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

### REQUIRED INFORMATION

If Individual Bidder:	
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 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?

**YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, 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?

**YES / NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members 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.

**YES/NO**

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:

---

<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 technicians: (please refer to par 5.2.2 of Section 2 of this RFP document):

Proposed Technicians:

Name	Position	Qualifications	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.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> 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:**

The minimum threshold for local content as published on the **dtic** website and as issued by National Treasury as instruction notes, should be considered, and will become applicable to this requirement, **where relevant**. The **dtic's** latest list of designated sectors can be accessed on: <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> and the National Treasury latest instruction notes can be accessed on <http://ocpo.treasury.gov.za/Pages/default.aspx>. In the event of any conflict between **dtic** and National Treasury on specified local content minimum thresholds, the IDC reserves the right to apply the most relevant during the adjudication of this RFP. The inclusion of minimum local content thresholds is therefore included to this RFP by reference to the relevant websites listed herein, for products listed (where applicable) if not specified herein.

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Optical Fibre Cables	90%
Copper 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"/>
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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):

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

4. 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

- 1 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.
- 2 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:** \_\_\_\_\_