



**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MEDIA INFORMATION  
AND COMMUNICATIONS TECHNOLOGIES SECTOR EDUCATION AND TRAINING  
AUTHORITY**

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**REQUEST FOR BIDS REF: MICT/SETA/CCTV/05/2024**

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**REQUIREMENT DESCRIPTION:**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION, SUPPORT, AND  
MAINTENANCE OF MODERN TECHNOLOGY ACCESS CONTROL AND CCTV  
MONITORING SYSTEMS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**BID CLOSING DATE: 25 February 2025 at 11:00 AM**



<b>Bid Reference Number</b>	MICT/SETA/CCTV/05/2024
<b>Bid Description</b>	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION, SUPPORT, AND MAINTENANCE OF MODERN TECHNOLOGY ACCESS CONTROL AND CCTV MONITORING SYSTEMS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
<b>Supplier Briefing Session</b>	<b><u>Compulsory Physical Briefing Session</u></b> Date: 11 February 2025 Time: 11:00 am Location: MICT SETA Head Office 19 Richards Drive, Gallagher Convention Centre, Gallagher House, Level 3 West Wing, Halfway house, Midrand, 1685
<b>Bid Closing date &amp; time</b>	25 February 2025 @ 11:00 am South African Time.  <i>*Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</i>
<b>Instruction for submission of Bid</b>	Bid must be received in a sealed envelope (1 hard copy and 1 USB) marked with this RFB reference number and deposited in a tender box at the location indicated hereunder.
<b>Location for Bid submissions</b>	MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand
<b>Bid Validity Period</b>	Bids received shall remain valid for acceptance for a period of 120 days counted from the closing date of the bid.

**CLARIFICATION AND COMMUNICATION**

- a. All enquiries relating to this bid must be addressed in writing to [bidqueries@mict.org.za](mailto:bidqueries@mict.org.za) five days **before the closing date and time**. Queries received after this period will not be entertained.
- b. The bid reference number must be mentioned in all correspondences.

**Note:** Bidders are advised that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of **MICT- SETA** in respect of the RFB, between the closing and award date of the business.

**SUPPLIER REGISTRATION ON CSD**

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.



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**RETURNABLE DOCUMENTS CHECKLIST**

**Bid invitation document must be completed, signed and submitted as a whole** by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
<b>CSD</b> Central Supplier Database (CSD) Registration Report		
<b>SBD 1</b> - Fully completed with required proof <b>(Where applicable)</b>		
<b>CIPC</b> registration documents		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by <b>SARS</b> / and or <b>SARS</b> issued verification pin		
<b>SBD 4 - Declaration of interest</b>		
<b>SBD 6.1:</b> Preferential Procurement Claim Form		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. <b>(Where applicable)</b>		
Financial Statements for 2023/2024 FY of the bidder		

**Note: This BID must be completed and signed by the authorised company representative**



**SBD 1: PART A: INVITATION TO BID**

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
COMPANY REGISTRATION NUMBER			
DATE OF REGISTRATION			
VAT REGISTRATION NUMBER			
	TCS PIN:	OR	CSD No:
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES ENCLOSE PROOF]</b>	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES ANSWER PART B:3 BELOW]</b>
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing	TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing



**PART B: TERMS AND CONDITIONS FOR BIDDING**

**BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE.
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**TAX COMPLIANCE REQUIREMENTS:**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 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.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

**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 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



**BIDDING STRUCTURE**

**Bidding structure**

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

If the bid is submitted as a Consortium or Joint Venture or Sub-Contracting Arrangement list the members of such Consortium or Joint Venture and Sub-Contractors below:

**Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)**

<b>Supplier size type (Large or QSE or EME)</b>	
<b>First time business with MICT SETA (Yes/No)</b>	
<b>Number of existing running contracts and total value</b>	
<b>Total number of Employees</b>	

**Entity ownership**

<b>Ownership category</b>	<b>% of ownership</b>
Black or historically disadvantage individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
<b>Total (100%)</b>	



## MICT SETA -BID CONDITIONS

### 1. BID CONDITIONS

NOTE: Bids for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFB, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFB.
- b. No RFB shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

#### 1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFB at any stage
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

### 2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.



## TERMS OF REFERENCE

### APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION, SUPPORT, AND MAINTENANCE OF ENTERPRISE-WIDE SECURITY ACCESS CONTROL, CCTV AND MONITORING SYSTEMS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

#### **3. INTRODUCTION**

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

#### **4. BACKGROUND**

The MICT SETA intends to modernize its value chain by introducing modern technology solutions that improve management and processing of its data and information in an efficient and effective manner; provide instant and accurate reporting and reduce manual processes in its value chain.

In line with the vision of the MICT SETA of "cutting-edge future skills", the MICT SETA seeks rollout modern technology security systems to improve security for its assets, proactively prevent and track serious loss or damage incidents to the organisation's resources, assets, including intellectual property. The existing access control system is not fully operational. There is currently no CCTV camera system in place.

#### **5. PURPOSE**

The MICT SETA seeks to appoint a service provider with the necessary expertise and experience to supply, install and provide support and maintenance physical security solutions which enables control of access to its premises through modern technology access control solution and monitoring of its premises through modern technology CCTV system at all times within the Midrand Head Office and Regional Offices (see section 05 of this document), for a period of **thirty-six (36) months**.



## 6. OBJECTIVES

Bidders are required to comply with the stipulations of the POPI Act requirements, please familiarize with our POPI Act disclaimer on: <https://www.mict.org.za/popia-disclaimer/>.

Successful bidders will also be required to sign the MICT SETA's NDA (Non-Disclosure Agreement).

The following were identified as objectives:

- 6.1. Prevention of intrusion attempts to MICT SETA offices.
- 6.2. Prevention of security-related incidents.
- 6.3. Restriction of access to specific areas to authorized personnel only.
- 6.4. Monitoring of movements and access to MICT SETA offices.
- 6.5. On-demand audit trail and incident reporting data.

## 7. SCOPE AND REQUIREMENTS (Functional and Technical)

The successful service provider/bidder will be required to provide and implement the following:

### 7.1. Access Control

The MICT SETA requires modern and durable touchless readers for access to offices or specific areas of its offices. The readers must be configured to allow the use of facial, palm and / or a smartphone linked with a unique QR code to provide access to the building entry / exit points, as well as within premises. The solution must be cloud-based and centrally controlled / managed.

- 7.1.1. Install access control to the building entrances / exits and specific access-controlled areas of MICT SETA offices (Head Office and Regional Offices).
- 7.1.2. Install access control to the server room and switch cabinet room (Head Office and Regional Offices).
- 7.1.3. Install access control to the CEO's office – Head office.
- 7.1.4. Install access control to the canteen and passage door – Head office.
- 7.1.5. Provide a central management console for all access control readers to be administered by ICT officials at Head Office.



## **7.2. Cloud ready CCTV**

The MICT SETA requires a CCTV solution that is cloud-ready and centrally controlled, all live feeds must be stored for 30 days, there is no need for a control room. Four (4) ICT support team members, based at Head Office visibility of CCTV on a dedicated screen to be installed at head office and must provide a mobile app to be installed on mobile phones.

- 7.2.1. Install cameras at the reception areas (Head Office and Regional Offices).
- 7.2.2. Install cameras at server rooms (Head Office and Regional Offices).
- 7.2.3. Install cameras at the entrances / exits (Head Office and Regional Offices).
- 7.2.4. Install cameras at the passages – Head Office
- 7.2.5. Camera motion capture must occur only upon motion sensing, for the duration of the motion.
- 7.2.6. Provide and install central console to be monitored through a dedicated screen located at ICT section at head office and a mobile app to be installed on mobile phones.

## **7.3. Central Management and Monitoring**

Central management and monitoring include cloud-ready storage, management portal, and mobile/remote monitoring.

- 7.3.1. The bidder must detail and itemize the solution's central components as part of bid presentation pricing.
- 7.3.2. The central management portal must provide device & statistic reporting, technical administration, and support functions.
- 7.3.3. The bidder must propose a method (FIFO etc.) for consistent compliance to 30 days availability of live digital recordings / footage.
- 7.3.4. The quality of recordings must be of a minimum High-Definition quality.
- 7.3.5. Monitoring application solution must be cloud-ready, compatible with Microsoft Cloud (Azure), Android and IOS-enabled mobile devices.
- 7.3.6. Synchronization to central environment must occur after hours.
- 7.3.7. The Network Video Recorder (NVR) must store recordings/footage for a maximum period of thirty-six (36) months.



**7.4. Secondary Power**

Bidders are required to provide backup power to enable continuous non-disrupted availability of the security systems, CCTV and Access Control

- 7.4.1. Standby / backup power such as UPS for all access doors, endpoints, cameras, and backend infrastructure.
- 7.4.2. Regular maintenance of the standby / backup power for proper functioning. Maintenance of standby / backup power must include replacement of all parts, and wear and tear parts for optimal performance of the solution.

**7.5. Solution Specification and Quantities**

7.5.1. Head Office - Midrand Level 3 Floor

#	Device Description	Quantity
1.	HD IP Mini Domes (Min: 4mp, >=90 degrees FOV, 30 metre range)	5
2.	16 – 24 Channel NVR, With 10TB HDD	1
3.	8 Port PoE Switch	1
4.	Mini Face & Palm Readers (for main door x 2; canteen door x 1; passage door x 1, server room x 2 and switch room x2)	8
5.	No touch Biometric sensor (for server room x 1, switch room x 1, passage door x 1, and canteen door x 1)	4

7.5.2. Head Office - Midrand Level 2 Floor

#	Device Description	Quantity
1.	HD IP Mini Domes (Min: 4mp, >=90 degrees FOV, 30 metre range)	5
2.	HD IP Mini Domes (Min: 4mp, 180 degrees FOV, 30 metre range) – CEO area	1



3.	8 Port PoE Switch	1
4.	No touch Biometric sensor	2
5.	Mini Face & Palm Readers	5

7.5.3. Eastern Cape (East London) Regional Office

#	Device Description	Quantity
1.	HD IP Mini Domes (Min: 4mp, >90 degrees FOV, 30 metre range)	1
2.	Mini Face & Palm Readers	4

7.5.4. Western Cape (Cape Town) Regional Office

#	Device Description	Quantity
1.	HD IP Mini Domes (Min: 4mp, >90 degrees FOV, 30 metre range)	1
2.	Mini Face & Palm Readers	4

7.5.5. KwaZulu-Natal (Durban) Regional Office

#	Device Description	Quantity
1.	HD IP Mini Domes (Min: 4mp, >90 degrees FOV, 30 metre range)	1
2.	Mini Face & Palm Readers	4

**7.6. Installation**

7.6.1. It is expected that this specification will allow the Service Provider to scope and implement a complete and functional physical security system. Should there be unclear or incomprehensive requirements; the bidder can seek further clarity at the scheduled **Physical Compulsory Briefing Session at the MICT SETA Midrand Head Office.**

7.6.2. The successful service provider will be required to ensure that all cabling is clearly marked and labelled.

7.6.3. All required cables, software and accessories that make up the proposed solution must be included as part of the proposal, cables must



be neatly covered / trunked and not visible.

7.6.4. The successful service provider will be required to carry out all installations, documentation, solution architecture, access to central management portals and training / handover to the MICT SETA.

7.6.5. The MICT SETA is standardised on Microsoft platform, running on a 100mbps (Headquarters) and 50mbps network at all Regional Offices.

## **7.7. Support, Maintenance, and Warrantees**

7.7.1. The Service Provider is obliged to, as part of procuring the equipment, procure such in the MICT SETA's name, with the necessary and applicable Support and Maintenance for the duration of the contract.

7.7.2. Solution components must be covered with a three (3) year warranty. All costs associated with support, maintenance, and warranty of all components included.

7.7.3. The Service Provider will be required to provide support and maintenance for a period of 3 years. A **Service Level Agreement (SLA)** indicating the underlying support and maintenance will be entered into and agreed upon between the successful bidder and MICT SETA, High Level SLA aspects are as follows:

- a) Incident logging.
- b) Next Business Day (NBD) incident attendance.
- c) 36-hour break-fix resolution for components of the solution.

7.7.4. **Support and maintenance must cover the following aspects, at a minimum:**

- a) Uptime for management portal.
- b) End-point sensors.
- c) Cameras.
- d) Cabling.
- e) Mobile monitoring platform.
- f) Cloud environment availability.

7.7.5. **Maintenance:** a minimum of one quarterly end-to-end routine health checks and updates

7.7.6. **Support.**



**8. PRICING SCHEDULE**

Name of bidder: \_\_\_\_\_

Bid number: \_\_\_\_\_

Closing date: \_\_\_\_\_

Bid shall remain valid for acceptance for a period of **120 days** counted from the closing date.

**Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFB price (Total) should be included. The below table is for illustration only:**

Item	Requirement Description:	Quantity	Unit Price	Total Price (Excl. VAT)
	<b>Appointment of a service provider for the provision, support, and maintenance of enterprise-wide security access control, CCTV and monitoring systems for a period of thirty-six (36) months.</b>			
1.	HD Mini Domes (4mp), 90 degrees FOV	<b>13</b>	R	R
2.	HD Mini Domes (4mp), 180 degrees FOV	<b>1</b>	R	R
3.	16 – 24 Channel NVR 10TB	<b>1</b>	R	R
4.	Mini Face & Palm Readers	<b>25</b>	R	R
5.	No touch sensor	<b>6</b>	R	R
6.	8 Port PoE Switches	<b>2</b>	R	R
7.	100GB Cloud storage	<b>1</b>	R	R
8.	CCTV Monitoring and Access Control Management Software/portal (4x mobile users).	<b>1</b>	R	R
9.	Decommissioning of the existing access control system (Head Office - Midrand)	<b>12</b>	R	R
10.	Installation and Labour	<b>All-Inclusive</b>	R	R
11.	Maintenance and Support <b>Maintenance:</b> limited to <b>2x</b> overall end-to-end routine health checks and updates). <b>Support:</b> Capped at 45 incidental callouts and resolution.	<b>3 years</b>	R	R



12.	Three (3) Year warranty		R	R
13.	Training: Support and administrative	<b>4 x ICT Officials</b>	R	R
14.	Sundries: <ul style="list-style-type: none"> <li>• Network Cables, Power cables, AV Cabling.</li> <li>• Key Box – Slim Spring-loaded Key alike for main/outside doors.</li> <li>• Door closer Heavy Duty 40-65kg per door</li> <li>• E-lock indoor maglock 600lbs (272kg) 12/24V DC monitored with LED per door.</li> <li>• Green call point (resettable) per door where applicable</li> <li>• 12v-7.2ah SLA battery per door</li> <li>• PSU -3.2Amp dual Powerstore per door</li> </ul>		R	R
	Other costs		R	R
<b>Sub-Total</b>				R
<b>VAT@15%</b>				R
<b>TOTAL PRICE (INCLUDING VAT)</b>				R

**NB: Bidders must submit this pricing schedule and related Annexure on a Separate envelope.**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: .....

Capacity under which this quote is signed: .....

Signature: .....

Date: .....



## 9. BID EVALUATION CRITERIA

The MICT SETA complies with the provisions of the Public Finance Management Act, Act No 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No 5 of 2000; and the Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

Bids received will be evaluated against the Mandatory criteria, Functionality Criteria, and Price and Specific Goals.

### 9.1. STAGE 1 (A): MANDATORY CRITERIA

#### a). PHYSICAL COMPULSORY SITE VISIT/BRIEFING SESSION

The Physical Site Visit / Briefing Session is a compulsory part of the acquisition process for all participating Service Providers. Non-attendance of thereof will automatically disqualify any prospective bidder.

##### **Proof of compliance to (a):**

Signing of attendance Register of the compulsory briefing session held at MICT SETA Head Office.

#### b). OEM CERTIFICATION

Since the services required include provision of both hardware and software, the bidders need to be accredited both by the original equipment manufacturer (OEM) and original software manufacturer (OSM) of their proposed solution. Bidders must provide two (2) certificates. If the OEM and OSM are the same, there accreditation certificate should clearly indicate that.

##### **Proof of compliance to (b):**

Bidders must provide OEM letters/valid certification for integrated solutions with more than one (01) product/ brand, each product/ brand must be accompanied by its original manufacturer's certificate/ letter

#### c). PSIRA REGISTRATION

Bidders are required to be registered with Private Security Industry Regulatory Authority (PSIRA).

##### **Proof of compliance to (c):**

A valid PSIRA certificate must be submitted as evidence of registration.

**Note: Bidders that do not meet the MICT SETA mandatory evaluation criteria will be eliminated from further evaluation process.**

### 9.2. STAGE 1 (B): FUNCTIONAL EVALUATION CRITERIA

Only bid submissions that have met the requirements of the set mandatory criteria will be considered for functional evaluation. Bids submitted will be evaluated on technical functionality criteria out of a maximum of **100 points**. A threshold of **75** out of the **100 points** has been set.



**Note: All bidders achieving less than the set threshold will be declared non-responsive.**

Assessment of evaluation of the functional / technical criteria will be based on the table below:

FUNCTIONAL / TECHNICAL CRITERIA WEIGHING		
Category	Description	Score
<b>Solution Proposal Compliance</b>	<p>The Bidder's proposal enables achievement of the project objectives and covers the <b>minimum requirements (Section 5) of the Bid</b>, as summarised below, with all aspects of the bid clearly articulated in terms of solution delivery for both the modern security systems for access control and CCTV. <b>[35 points]:</b></p> <ul style="list-style-type: none"> <li>• Access Control</li> <li>• CCTV</li> <li>• Central management and monitoring</li> <li>• Backup / standby power</li> <li>• Installation</li> <li>• Support, maintenance, and warranties</li> </ul> <p><b>Points on Solution Proposal will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Solution Proposal covers in detail all six (6) elements / minimum requirements of the Bid = <b>35 points</b></li> <li>• Solution Proposal covers <b>less, none, or does not provide detail</b> for the six (6) elements / minimum requirements of the Bid or solution proposal = <b>0 points</b></li> </ul> <p><b>NB: all elements of the bid scope must be covered in detail. Failure to do so will result in a non-responsive bid.</b></p>	<b>35</b>



<p><b>Experience &amp; Reference Letters</b></p>	<p>Bidders are required to provide contactable reference letters on supplying, commissioning and implementing ICT solutions which includes:</p> <ul style="list-style-type: none"> <li>• Hardware installations, repairs, upgrades, replacements and maintenance.</li> <li>• Software installations, upgrades and maintenance of CCTV security systems.</li> </ul> <p>The reference letters must be for projects implemented within the last five (5) years. The reference letters must be for the bidder's clients from within the Republic of South Africa (RSA), and must include the below information:</p> <ul style="list-style-type: none"> <li>- Should be on the client's letterhead,</li> <li>- Indicate period of implementation,</li> <li>- Fully signed by the client (authorized personnel),</li> <li>- Indicate the description and the nature of services rendered.</li> </ul> <p><b>Points on providing reference letters for installation, support, and maintenance of CCTV security systems will be allocated as follows [10 points]:</b></p> <ul style="list-style-type: none"> <li>• Five (05) or more signed reference letters, from different clients = <b>10 Points</b></li> <li>• Four (04) or more signed reference letters, from different clients = <b>08 Points</b></li> <li>• Three (03) or more signed reference letters, from different clients = <b>06 Points</b></li> <li>• Two (02) signed reference letters, from different clients = <b>04 Points</b></li> <li>• One (01) signed reference letter = <b>02 Points</b></li> <li>• Non-compliant / no reference letter provided = <b>0 Points</b></li> </ul> <p>Bidders are required to provide contactable reference letters on supplying, commissioning and implementing ICT solutions which includes:</p> <ul style="list-style-type: none"> <li>• Hardware installations, repairs, upgrades, replacements and maintenance</li> </ul>	<p><b>20</b></p>
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	<ul style="list-style-type: none"> <li>• Software installations, upgrades and maintenance of access control systems.</li> </ul> <p>The reference letters must be for projects implemented within the last five (5) years. The reference letters must be for the bidder's clients from within the Republic of South Africa (RSA), and must include the below information:</p> <ul style="list-style-type: none"> <li>- Should be on the client's letterhead,</li> <li>- Indicate period of implementation,</li> <li>- Fully signed by the client (authorized personnel),</li> <li>- Indicate the description and the nature of services rendered.</li> </ul> <p><b>Points on providing reference letters for installation, support, and maintenance of access control security systems will be allocated as follows [10 points]:</b></p> <ul style="list-style-type: none"> <li>• Five (05) or more signed reference letters, from different clients = <b>10 Points</b></li> <li>• Four (04) or more signed reference letters, from different clients = <b>08 Points</b></li> <li>• Three (03) or more signed reference letters, from different clients = <b>06 Points</b></li> <li>• Two (02) signed reference letters, from different clients = <b>04 Points</b></li> <li>• One (01) signed reference letter = <b>02 Points</b></li> <li>• Non-compliant / no reference letter provided = <b>0 Points</b></li> </ul> <p><b>Important: In the event of sub-contracting, the bidder must furnish the above reference letters (both access control and CCTV security systems) of the main bidder and / or the subcontractors. MICT SETA reserves the right to contact the references. A reference letter that outlines experience relating to both CCTV and access control will be allocated points for both.</b></p>	
<p><b>Project Methodology and Approach</b></p>	<p>Bidders must provide a detailed project implementation methodology and approach in executing the project <b>covering all components of the bid as detailed in Section 5 (Minimum Requirements). [20 points]</b></p>	<p><b>20</b></p>



	<p>The access control and CCTV project implementation methodology, approach, and plan should include the following:</p> <ul style="list-style-type: none"> <li>• Solution architecture which includes all components of the bid.</li> <li>• Detailed project plan that indicates all project deliverables, which include milestones, roll out/implementation activities (installation, testing, training &amp; skills transfer, etc), duration, end date and close out report.</li> </ul> <p><b>Points on Project Implementation Methodology and Approach will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Detailed project implementation methodology and plan that meets both areas of the methodology = <b>20 Points</b></li> <li>• Detailed project implementation methodology and plan that meets one (01) area of the methodology = <b>10 Points</b></li> <li>• Project implementation plan that meets none of the areas of the methodology/ non submission of the project implementation plan = <b>0 Points</b></li> </ul> <p><b>NB: Bidder/s must provide a detailed project implementation methodology and approach (not a brief/summary).</b></p>	
<p><b>Technical Training Plan</b></p>	<p>Bidders must provide a detailed technical training for first line support and administration of the solution, indicating how it will be conducted including handover and documentation. The following aspects must be considered as part of the training plan <b>[15 points]</b>:</p> <ul style="list-style-type: none"> <li>- End-to-end solution training plan.</li> <li>- Documentation / product manual(s).</li> <li>- Handover.</li> </ul> <p><b>Points on Training Plan will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Detailed Training Programme / Plan including for ICT personnel include all above three (3) components = <b>15 Points</b></li> <li>• Detailed Training Programme / Plan including for ICT personnel include above two (2) components = <b>10 Points</b></li> </ul>	<p><b>15</b></p>



	<ul style="list-style-type: none"> <li>Detailed Training Programme / Plan including for ICT personnel include one (1) component = <b>05 Points</b></li> <li>No Training Programme / Plan submitted = <b>0 Points</b></li> </ul> <p><b>NB: Bidder/s must provide a detailed training plan (not a brief/summary).</b></p>	
<b>Project Resources</b>	<p><b>Project Lead Team</b></p> <p><b>Experience of the Project Manager in managing similar projects:</b> CVs should clearly indicate the projects, project duration, and names of clients.</p> <ul style="list-style-type: none"> <li>10 years' experience in ICT project management = <b>10 points</b></li> <li>06 to 08 years' experience in ICT project management = <b>08 points</b></li> <li>04 to 06 years' experience in ICT project management = <b>06 points</b></li> <li>02 to 04 years' experience in ICT project management = <b>04 points</b></li> <li>Less than 02 years' experience in ICT project management = <b>02 points</b></li> <li>No experience in ICT project management = <b>0 points</b></li> </ul>	<b>10</b>
<b>MINIMUM THRESHOLD</b>		<b>75</b>
<b>TOTAL</b>		<b>100</b>

**Note: Bidders that do not meet the requirements of set functional criteria will be eliminated from further evaluation process.**

**6.3. STAGE 2(B): PRICE AND SPECIFIC GOALS**

Only bidders that have met the requirements of the Functional Criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals.

Specific Goals to be evaluated out of **20 Points**:

<b>Special Goal Criteria</b>	<b>Points</b>
Enterprise which is at least 51% owned by historically disadvantaged persons.	10
Enterprise which is at least 51% owned by historically disadvantaged women.	5
Enterprise which is at least 51% owned by historically disadvantaged youth.	5
<b>Total</b>	<b>20</b>

**\*\* Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**



**Bidder must submit the following documents:**

- Certified ID copies of the company's directors as per the CIPC documents. Certified copies must not be older than six (06) months.
- CIPC Documents and/or share certificate.

**Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed.**



**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

1.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
.....

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



**PREFERENCE PROCUREMENT CLAIM FORM**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1 GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.



1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2 DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

**3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

**3.2.1. POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:



**80/20**

or

**90/10**

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	5	
Enterprises which are at least 51% owned by historically disadvantaged youth.	5	



**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....