

**DEPARTMENT OF INTERNATIONAL
RELATIONS AND COOPERATION (DIRCO)**

**REQUEST FOR INFORMATION(RFI) FOR THE SERVICE
PROVIDER TO UPGRADE (SUPPLY, INSTALL AND
MAINTAIN) SECURITY SYSTEMS AT DIRCO MISSIONS IN
AFRICA**



TERMS OF REFERENCE

REQUEST FOR INFORMATION(RFI) FOR A SERVICE PROVIDER TO UPGRADE (SUPPLY, INSTALL AND MAINTAIN) SECURITY SYSTEMS AT DIRCO MISSIONS IN AFRICA

1. PURPOSE

The Department of International Relations and Cooperation (DIRCO) requires for information for the service provider to upgrade (supply, install and maintain) security systems at DIRCO Missions in Africa.

The bidding companies would be required to provide Information for the upgrade (supply, installation and maintenance) of security systems in the following areas: Intruder Alarm System, Electronic Access Card Reader System, electric fencing, video intercom system and CCTV Camera.

2. BACKGROUND

The inspection of security equipment was conducted at a number of missions in Africa to determine the level of functionality of the systems. The findings indicated that there is a need for the upgrade to be implemented at a number of missions. This project is focusing on 42 DIRCO Missions in Africa.

3. SPECIFICATIONS

The service provider should provide information on the following areas with management reporting capability:

3.1 Intruder Alarm System

An intruder alarm system must be installed in two areas with the following functionalities:

- a) Control panels.
- b) Magnetic contacts on all external doors of the building (including emergency exit doors).
- c) Sirens
- d) Passive infra-red motion detectors
- e) Fixed panic buttons
- f) The intruder alarm system must be zoned separately at different places to ensure that the different sections can be separately activated/deactivated at their different places (such as control room, corporate service manager).
- g) Motion detection must be installed on prominent place (exist doors, windows and passage leading to high security zone).
- h) The intruder alarm must be integrated with the CCTV camera system linked to a DVR with remote reporting (GSM capability).

3.2 Electronic Access Card Reader System

- a) An electronic access card reader system should be installed at the main gates, main doors, and the high security zones.

- b) Ability to store data using read/write capability, use key management systems to reduce the risk of compromise data or duplicated access cards.
- c) Provide a capability to foil lost or stolen credentials.

3.3 IP CCTV Camera

- a) Day and Night high resolution cameras
- b) IP fixed dome camera indoor type
- c) IP PTZ camera outdoor type
- d) Cat 5 or higher cable
- e) Only high quality static, dome and pan/tilt/zoom (PTZ), CCD cameras and lenses must be installed (auto-iris and auto-focus lenses only).
- f) Video and alarm management software
- g) Digital time lapse/real time recorders.
- h) Weather proof housings for all outside cameras where applicable.
- i) Multiple password protection for administrators,
- j) motion detection technology,
- k) Capability to display maximum of 16 cameras on single monitor.
- P) Storage capability for one month.

3.4 Electric Fence

- a) Full height electric fence with 6 strands on top of perimeter wall.
- b) To be monitored by CCTV cameras.

3.5 Security Control Equipment

- a) Monitors
- b) Network Video Recording (NVR)
- c) Back-up Solution
- d) Monitoring Tools for devices availability.

3.6 Video Intercom

- a) Voice and face recognition.
- b) Push buttons and control panel buttons.

4 EVALUATION METHODOLOGY

All the bids received will be evaluated in the following phases:

4.1 Phase 1: Responsive Criteria

The minimum requirements that must be satisfied / met by prospective bidders in order to pass to the next phase of the evaluation process are:

- a) Valid Tax Clearance Certificate submitted with bid documents
- b) Complete all SBD. (Standard Bid Documents) Documentation
- c) Attendance of compulsory briefing session
- d) Proof of registration of the company with the Security Regulatory Board (Certified copy of registration certificate to be attached)
- e) Accreditation with SABS

4.2 Phase 2: Functionality Criteria

A panel will evaluate all tenders received on the functionality criteria as reflected. The evaluation criteria will be used for the purpose of pre-qualifying the service provider so that they can be recommended for price and preference phase. A supplier that scores less than sixty (60%) in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified.

For purposes of comparison and in order to ensure a meaningful evaluation, service providers are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.

CRITERIA	WEIGHT
a. The capacity to deliver (project leaders, capital injection, joint ventures internationally). The company must have footprint in Africa	15
b. Incorporation of SMME and Transfer of skills	10
c. Project management approach	5
d. Provide proof of a minimum of two projects with a value of five hundred thousand (R500 000) or above which was done internationally and provide names of references to be contacted.	10

e. Demonstration of working equipment: Specifications of equipment to be provided (brochure).	30
I. Intruder Alarm System	
II. Electronic Access Card Reader System	
III. CCTV Camera	
IV. Electric Fence	
V. Security Control Equipments	
VI. Video Intercom	
VII. Back-up Solution	
f) After installation, indicate support, back up and maintenance plan for 24 months	20
TOTAL	90

Values: 1=Poor, 2=Fair, 3=Good, 4=Very Good, 5=Excellent

4.3 Phase 3: Site inspection

Site inspection will be conducted and evaluated to bidders that scores higher than 60% in respect of functionality in paragraph 4.2 (a-g) above.

CRITERIA	WEIGHT
a) Site visit to shortlisted companies <ul style="list-style-type: none"> • Staff complement • Technicians • Customer Care Centre • Machinery • 	10

4.4 Phase 4: Price and preference

The applicable formula 90/10 will be utilised to evaluate the bid, of which ninety (90) points are allocated for price and functionality, and for the remaining ten (10) points certain goals have been targeted. ocated for these goals are indicated in the enclosed forms SBD 6.1. that must be completed in detail.

The values and its respective preference point system are outlined:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10

2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

The Department is committed to the promotion of Black Economic Empowerment (BEE) and the PPPFA (Preferential Procurement Policy Framework Act 5 of 2000). Bidders are requested to provide information on their BEE status and how they will ensure fulfilment of the Broad Based Black Economic Empowerment objectives through this tender

5. Special condition

- 5.1 The Service Provider is required to provide training and manuals of operation on all systems to designated DIRCO officials.
- 5.2 The service provider must ensure correct system functionality before handing over to designated DIRCO official.
- 5.3 The company must have footprint in Africa.
- 5.4 All equipments must carry two years extended additional warranty and maintenance contract of two years.
- 5.5 maintenance must be part of initial price.
- 5.6 The quote must be inclusive of travel, accommodation (economic class and three star hotel) and subsistence. Payment will be processed on provision of receipts.
- 5.7 Access control system must be based on proximity card technology and provide access through the protected doors for only those card holders whose entry is allowed.
- 5.8 The old security system at missions must be removed by the service provider and handed over to designated DIRCO official.
- 5.9 The service provider must be responsible for inspection and quality assurance of all materials provided.
- 5.10 All equipments must meet current industry standard.
- 5.11 The quotation must be based on the unit price per item:

INFORMATION ON THE FOLLOWING EQUIPMENT:
IP CCTV Cameras
IP fixed dome camera indoor type
IP PTZ camera outdoor type
Video and alarm management software
Ptz controller
Cat 6 cable per meter

Electric fence
energizer
conductive wire
Insulators
Posts
Conductors
alarm system
Control panel
Cabling/Wires
Panic button
Door /window contacts sensors
Infra red
Card reader system
Doors
Door closers
Magnetic door closers
Controllers
Access card readers
Proximity cards(actual access card)
Cabling
video intercom,
Cabling/Wires
Press release button
Face and voice recognition screen
Security control equipment
1x 22" inch standard computer monitor
1x32" inch standard computer monitor
External storage device (external hard drives) to store information before the system override after three months

5.12 The final price will be determined by the unit price.

5.13 The service provider must provide consolidated price per mission.

5.14 The service provider must securely package, transport and deliver equipments at DIRCO missions abroad.

5.15 All installations and commissioning to be completed by end of February 2014.

5.16 Installation certificate should be signed jointly by designated DIRCO official.

6. GENERAL CONDITIONS

The General Conditions of Contract, will be applicable to this bid;

- a) The Department of International Relations and Cooperation reserves the right to award the bid;
- b) DIRCO reserves the right to sign a service level agreement with the appointed service provider in order govern the relationship, ensure that services are provided according to standard and to provide remedies to deal with under performance.
- c) The Department of International Relations and Cooperation will not be held responsible for any costs incurred by the service providers in the preparation and submission of quotations.
- d) Please take note that the Department of International Relations and Cooperation is not obliged to select any of the firms submitting proposals.
- e) The awarding of contract will be subject to positive vetting outcome of the successful bidder.
- f) The Department of International Relation and Cooperation have the right to appoint more than one company.

- g) The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.
- h) Total price of bidding must include the transportation to all the missions.
- i) The certification of completion to be signed off by designated DIRCO official.
- j) All equipments must meet current industry standard.

7. FEES AND PAYMENT SCHEDULE

- a) Fees must be quoted in South African currency
- b) All prices quoted must include VAT
- c) Bidders should take note that the Department will pay within 30 days after the receipt of invoice and the service has been rendered.

8. CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management as per fax, 012 329 1267
 Enquiries pertaining to the completion of tender documents can be directed to the Bid Office, tel. 012 301 8538/ 8537/8594/8674

Prospective service providers should submit their bonded proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

Per hand

Tender Box OR Tambo Building
 460 Soutpansberg Road
 Rietondale
 Department of International Relations and Cooperation
 Pretoria
 0001

OR

Post

Department of International Relations and Cooperation
 Private Bag X 152
 Pretoria
 0001

Submissions should be posted to be received or hand delivered to the mentioned addresses on or before 11:00 on the closing date.

Prospective service providers/suppliers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

E-Mailed or faxed submissions shall not be accepted.

A compulsory briefing session will be held atInterested bidders are invited to attend.

Non compliance with any of the above conditions will result in your bid being disqualified.