

**SCI-BONO DISCOVERY CENTRE NPC**

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PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

**REQUEST FOR PROPOSALS (RFP):  
UPGRADE FOR CCTV AND ACCESS CONTROL SYSTEMS, AND FITTING OF CONTROL ROOM  
CFO/SCM/FAC/R20-21/14**

## 1. DETAILS OF THE RFP

<b>RFP NO</b>	<b>CFO/SCM/FACILITY/IT/R20-21/14</b>
<b>RFP FOR</b>	<b>Upgrade for CCTV and Access Control Systems, and Fitting Control Room</b>
<b>ADVERTISEMENT DATE</b>	<b>15 February 2021</b>
<b>COMPULSORY BRIEFING</b>	<b>23 February 2021 @ 11H30</b>
<b>SUBMISSION DEADLINE</b>	<b>08 March 2021 @ 12H00PM SCI-BONO</b>
<b>RFP SUBMISSION DATE</b>	corner Miriam Makeba & Helen Joseph Street, Newtown, Johannesburg, 2001

## 2. DISCLAIMER ON THE RFP

- 2.1.** The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidders, whether verbally or in documentary form, by or on behalf of Sci-Bono Discovery Centre NPC ("Sci-Bono"), is provided to the Bidder on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.
- 2.2.** This RFP document is not an agreement and is not an offer or invitation by Sci-Bono to any parties other than the applicants who are qualified to submit the Bids ("Bidders"). The purpose of this RFP document is to provide Bidders with information to assist in the formulation of their proposals. This RFP document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis, and should check the accuracy, reliability and completeness of the information in this RFP document, and where necessary obtain independent advice. Sci-Bono makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document. Sci-Bono may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

### **3. BACKGROUND INFORMATION**

**3.1.** The Sci-Bono Discovery Centre is an independent Non Profit Company set up by the Gauteng Department of Education. It is a flagship science centre located in Newtown, Johannesburg. Sci-Bono envisions a society with the capacity to compete in the global world of science and technology and that is equipped with the skills, attitudes and values needed to improve the quality of life of all South Africans. It works closely with the Gauteng Department of Education (GDE), to enhance curriculum delivery in schools.

### **4. CHARACTERISTICS OF THE BIDDER**

#### **4.1. STATUS**

The provider shall be a registered entity operating in the field of Technology and Security Systems, with proven expertise in implementing CCTV and Access Control systems and Fitting of all related equipment.

#### **4.2. LANGUAGE OF THE PROPOSAL AND OTHER DOCUMENTS**

The proposal prepared by the bidder, and all correspondence and documents relating to the proposal exchanged between the bidder and Sci-Bono shall be written in the English language.

#### **4.3. INTENTION TO BID**

4.3.1. A mandatory site visit is established by the Sci-Bono for those bidders bidding for all components. During the site visit additional technical information will be provided to the bidders.

4.3.2. Proposals for all Components will ONLY be accepted from bidders attending the site visit.

#### **4.4. COST OF PROPOSAL**

The bidder shall bear all costs associated with the preparation and submission of the proposal up to the final award of the contract. Sci-Bono will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

#### **4.5. DUE DILIGENCE**

1.1.1. Bidders are expected to examine all instructions, terms and specifications stated in this RFP. The Bid shall be deemed to have been submitted after careful study and examination of this RFP document. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Bidders risk and may result in rejection of the bid.

1.1.2. The Bidder is requested to carefully examine the RFP documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/ or discrepancy in the RFP document, the Bidder should seek necessary clarifications by e-mail.

#### **4.6. Communications during the RFP Period**

A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify SCI-BONO via email at the following address:

Email for submissions of all queries to [tenders@sci-bono.co.za](mailto:tenders@sci-bono.co.za).

### **5. SCOPE OF THE PROJECT**

#### **5.1. CCTV UPGRADE AND CONTROL ROOM DESIGN AND FITMENT**

5.1.1. Design and fitment of CCTV control room.

5.1.1.1. Spatial design and layout for control room with all fitment detail, e.g. mechanical and electrical systems, cabling systems and routes, etc....

5.1.1.2. Fitment according to approved design.

5.1.2. Installation and Setup

5.1.2.1. Installation of approx. 100 Cameras and Recording System that meet the specifications detailed below.

5.1.2.2. Installation of cabling and related infrastructure to meet standards as outlined by Sci-Bono.

5.1.2.3. Setup of all devices and commissioning of control room.

5.1.2.4. Setup of multiple profiles on the system for different roles, e.g. viewing only, viewing and playback, etc....

5.1.3. Camera (minimum specification)

5.1.3.1. 1080p IP Camera

5.1.3.2. PoE enabled.

5.1.3.3. Backlight Compensation

5.1.3.4. 1920 × 1080 @30fps

5.1.4. Recording System

5.1.4.1. Ultra-High-Definition video output.

5.1.4.2. Recording with 80Mbps incoming bandwidth, 160Mbps outgoing bandwidth (minimum).

5.1.4.3. Ability to store footage for 90 days.

#### **5.2. ACCESS CONTROL SYSTEM UPGRADE**

5.2.1. Installation and Setup

5.2.1.1. Installation of access control points throughout the Sci-Bono Building

5.2.1.2. Setup of multiple profiles on the system for different roles.

5.2.1.3. Link access control monitoring station to control room.

5.2.1.4. User enrolment setup in a location other than the control room.

5.2.1.5. Provide Time and Attendance system linked to access control.

### **5.3. WARRANTIES**

- 5.3.1. Hardware and software not manufactured/developed by supplier shall carry any original manufacturer's warranty which exceeds the contractor one (1) year warranty.
- 5.3.2. Provide a one (1) to three (3) year warranty on all products and workmanship beginning at the time of installation. Any equipment needing to be replaced shall be replaced with brand new if failure occurs within the first one hundred and eighty (180) days.
- 5.3.3. Warranty shall include defects in workmanship and material. During warranty period, supplier shall also replace or repair, free of charge. Sci-Bono furnished equipment shall be exempt from this warranty.
- 5.3.4. All registration and warranty documents and rights should be passed on to Sci-Bono.

### **5.4. MAINTENANCE**

- 5.4.1. All devices should be maintained extensively by the service provider during the period of warranty.
- 5.4.2. A clear maintenance schedule with measurement metrics must be shared with Sci-Bono.

### **5.5. TRAINING**

- 5.5.1. Provide extensive on-site training for Sci-Bono employees that will operate and manage the system.
- 5.5.2. Sci-Bono employees are to be adequately trained to begin using the system after contractor has finished installing and configuring.
- 5.5.3. On-Site Support shall be included for the first week after system is commissioned.

## 6. MINIMUM REQUIREMENTS

6.1. Bidders must supply Sci-Bono with the below-mentioned minimum requirements; failing to provide these requirements shall automatically constitute disqualification:

6.1.1. **Suppliers must submit the following (Submit two envelopes as follows):**

### **Envelope 1:**

- A Formal Written Quotation (clear & unambiguous; including VAT);
- Quotation form obtained from the Sci-Bono website.

### **Envelope 2:**

- Comprehensive description/proposal and specification of the offered items. (no prices)
- Proof of Company Registration.
- A valid Tax Clearance Certificate
- B-BBEE certificate (SANAS) or Sworn Affidavit.
- Fully completed SBD forms (SBD 4, SBD 8, and SBD 9) obtained from the Sci-Bono website.
- Stamped Letter Confirming Bank Details.
- Proof of Business Address.
- References of Previous Projects/Services Successfully Completed.
- Guarantee/Warranty letter.
- Project Plan (from date of award until final delivery, including training where applicable).

## 6.2. REFERENCES

6.2.1. Bidders must further supply Sci-Bono Discovery Centre at most with two (2) contactable references where the bidder has delivered the similar services by simply stating the following:

6.2.1.1. Name of client

6.2.1.2. Position

6.2.1.3. Contact telephone numbers

6.2.1.4. Dates and Work performed.

6.2.2. Failure to provide the above shall constitute a disqualification as it shall be deemed that the bidder does not have the required experience.

## 7. PRICING SCHEDULE AND DELIVERY

### 7.1. GENERAL PRICING FEE

7.1.1. The bidder must provide a clear and unambiguous price schedule (quotation).

7.1.2. All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.

7.1.3. Only unconditional discounts shall be accepted. All discounts granted must be specified on the Quotation Form.

7.1.4. Note that the price must be fixed and will not be subjected to change based on foreign exchange fluctuations.

**7.2. DELIVERY**

7.2.1. The delivery address will be provided to successful bidder. Any changes for the delivery will be communicated with the successful bidders.

**8. CONDITIONS FOR SHORT LISTING**

- 8.1. Proposals submitted will be evaluated using a system Method 4 (Financial Offer, Quality and Preference) in line with Section 6.3 (6.3.1: Standard Tender Evaluation Method) prescribed by Sci-Bono’s Supply Chain Management Policy.
- 8.2. All bids shall be subjected to the preliminary evaluation process. Bidders who shall not meet the minimum requirements (item 5) set by this RFP shall automatically be disqualified and shall not be evaluated for functionality, price and preference.
- 8.3. Service providers are required to submit all documents specified on item 6.1.1 of this RFP, otherwise failure to submit all documents shall constitute disqualification.

**9. PRICE EVALUATION**

- 9.1. All proposals / bids that will qualify (accepted) during the evaluation stage shall be evaluated for Price & Preference Points. The evaluation criterion shall be as follows:
- 9.2. The proposals / bids shall be evaluated using the 80/20 preference point scoring system. Where a 80/20 preference point system, which will be calculated be calculated as follows

$$PS = 80 \left[ 1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

- Ps = Point scored for comparative price of bid under consideration;
- Pt = Comparative price of bid under consideration; and
- Pmin = Comparative price of the lowest acceptable bid.

**10. POINTS FOR B-BBEE**

10.1. An 80/20 preference points scoring system (B-BBEE points) shall apply and shall be awarded as follows:

B-BBEE Contributor	Status	Level of	Number of points
1			20
2			18
3			16
4			12
5			8
6			6
7			4
8			2
Non-compliant contributor			0

## 11. AWARD CRITERIA

11.1. The bidder with the highest number of procurement points shall be awarded the contract, unless there are factors that may lead to a different decision.

11.2. In the event of two or more bids score equal points, the bid will be awarded to the bidder scoring the highest points on B-BBEE or preference.

11.3. However, in the event the two or more bids have equal B-BBEE points, the tender will be awarded to the bidder with the highest points on functionality, if applicable.

11.4. Qualifying proposals will be evaluated according to the following criteria:

11.4.1. Price: 80%

11.4.2. PDI / BEE rating 20%

11.5. Prequalification criteria:

11.5.1. Level 1 to Level 3 B-BBEE Contributors; or

11.5.2. Exempt Micro Enterprises (EME); or

11.5.3. Qualifying Small Enterprises (QSE)

(In terms of Regulation 4; of Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017)

## 12. PERIOD OF VALIDITY OF PROPOSALS

The offer outlined in the proposal must be valid for a minimum period of 90 calendar days after the closing date. A proposal valid for a shorter period may be rejected by Sci-Bono. In exceptional circumstances, Sci-Bono may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any bidder granting the request will not be required nor permitted to modify its proposal.

## 13. CLOSING DATE AND TIME

13.1. Compulsory briefing will be held on **23 February 2021, 11:30PM**; at Sci-Bono Discovery Centre

13.2. Submissions should be hand delivered by hand on or before **08 March 2021 at 12:00pm**, deposited into the tender box marked "Provision of an upgraded Access Control system, CCTV Control room and Fitment. NO LATE PROPOSALS / BIDS shall be accepted. Late proposals / bids shall be immediately returned to the bidders. All documents must be to Corner of Miriam Makeba & Helen Joseph Street, Johannesburg, 2001.

13.3. All correspondences shall be done by e-mail [tenders@sci-bono.co.za](mailto:tenders@sci-bono.co.za); no telephonic correspondences shall be done before and after the closing of bid. Bidders may be informed in writing of the outcome of the bid adjudication process.

## **14. DISCLAIMER**

- 14.1.** Sci-Bono reserves the right to accept or reject any variation, deviation, tender offer or alternative offer and may cancel the tender process and reject all tender offers at any time before the formation of a contract.
- 14.2.** Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 14.3.** Sci-Bono reserves the right not to appoint a provider, to accept and/or award the whole or any portion of the tender and is also not obliged to provide reasons for the rejection of any tender.
- 14.4.** Sci-Bono will not incur any liability to a tenderer for such cancellation and rejection but will give written reason for action upon request to do so.