

## Expression of Interest (EOI)

### Provision, Installation and Maintenance of Closed-Circuit Television (CCTV) Systems

**EOI No. 8048/21/09/2021**

Date of Issue	Tuesday, 07 September 2021	
Closing Date	Tuesday, 21 September, 2021 at 16h30	
Place	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a> The mail size is 25MB, send multiple emails when exceeded	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Engineering	

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## **SECTION A – TECHNICAL INFORMATION**

### **1 INTRODUCTION**

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multi-disciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria. However, it is represented in other provinces of South Africa through regional offices. An expression of interest (EOI) is required to establish a pool of suitable, pre-qualified suppliers for the provision, installation, and maintenance of CCTV systems as part of future proposals on an “as and when required” basis for an estimated period of three (3) years.

### **2 BACKGROUND**

The Defence & Security Cluster of the CSIR conducts multi-disciplinary research and development on various defence and security topics for the benefit of various organs of state and industry. The Cluster has extensive, capital-intensive test and evaluation facilities as well as a deep skills base in various fields of science and technology, including but not limited to Aeronautics Systems, Command & Control, Information & Cyber Security, Landward Sciences, Optronic Sensor Systems as well as Radar & Electronic Warfare. The Cluster undertakes various activities that cover basic research, applied research, test and evaluation, technology development, technology localisation, technology commercialisation and custom solution development for a variety of applications. In line with the CSIR's mandate, the Optronic sensor systems (OSS) Impact Area is developing intelligent visual surveillance systems. The increasing need for intelligent visual surveillance in commercial, law enforcement and military applications makes automated visual surveillance systems one of the main current application domains in computer vision. As a result, OSS has a requirement to source suppliers, installers, support, and maintenance services of smart Closed-Circuit Television (CCTV) suites in the above-mentioned fields.

### **3 INVITATION FOR EXPRESSION OF INTEREST**

Expressions of interest are therefore hereby invited from suitably qualified service providers for services required in the provision, installation, and maintenance of CCTV systems.

**Note: Suppliers must be willing to operate in other provinces or nationwide.**

#### **4 EXPRESSION OF INTEREST REQUIREMENTS AND PROCESS**

Evaluation criteria and scoring applicable is provided in Annexure A. Submissions to this EOI will be evaluated against the criteria in Annexure A, so that the CSIR can establish a pre-qualified pool of service providers.

If all the required criteria are met with respect **Annexure A**, including the supply of all necessary documentary proof, the CSIR reserves the right to undertake an onsite assessment before a service provider is added to the pre-qualified pool of service providers/suppliers associated with this EOI. Any onsite assessment will be coordinated appropriately with the service provider/supplier.

Each expression of interest submitted shall be valid for a minimum period of three (3) months calculated from the closing date.

The CSIR will inform all applicants that successfully meet the pre-qualification criteria in due course. These applicants will be included in the pre-qualified pool (database) of service providers/suppliers associated with this expression of interest.

Once the pre-qualified database of service providers/suppliers is established, suppliers will be approached for quotations on specific requirements on an “as and when required” basis.

The necessary documentation (which may include specifications, design packs, acceptance criteria, timelines and other critical information required) will only be provided by the CSIR per requirement, so that the relevant pre-qualified service providers/suppliers are able to develop quotations/proposals for consideration by the CSIR. Subsequently, the CSIR may consider awarding work (via a contract or purchase order) to pre-qualified service providers/suppliers whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and Broad Based Black Economic Empowerment (B-BBEE).

## 5 TECHNICAL EVALUATION CRITERIA

- 5.1 Refer to **Annexure A** for the evaluation criteria that will be used for the technical evaluation for provision of services listed in Section 3.

## 6 ELIMINATION CRITERIA

An expression of interest will be eliminated under the following conditions:

- 6.1 Proposals not submitted to [tender@csir.co.za](mailto:tender@csir.co.za)
- 6.2 Proposals submitted after closing date and time.
- 6.3 Failure to provide documentary evidence on ALL relevant evaluation criteria as per **Annexure A**.
- 6.4 Failure to submit a company profile.

## 7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

The following items are required from qualifying suppliers/service providers before they can be registered on the CSIR pre-qualified database associated with this EOI:

- Be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za); and
- Provide the CSIR with their CSD registration number.
- Provide the CSIR with a certified copy of their SANAS approved B-BBEE certificate or certified affidavit on DTIC template. If no certificate can be provided, no points will be scored during any subsequent proposal/quotation evaluation process. (This applies to RSA suppliers only).

## SECTION B – TERMS AND CONDITIONS

### 8 LOCATION FOR EOI SUBMISSION

All expressions of interests may be submitted at [tender@csir.co.za](mailto:tender@csir.co.za)

### 9 EOI PROGRAMME

The EOI program, as currently envisaged, incorporates the following key dates:

Issue of EOI documents: Tuesday, 07 September 2021

Closing / submission Date: Tuesday, 21 September, Time: 16:30

The CSIR will inform all successful suppliers/service providers qualifying to be registered on the CSIR supplier database in due course.

## **10 SUBMISSION OF RESPONSES**

10.1 All expressions of interest are to be submitted to [tender@csir.co.za](mailto:tender@csir.co.za) before 16:30 on 21 September 2021.

10.2 All submissions are to clearly indicate the EOI number and the name of the service provider.

10.3 Responses submitted by companies must be signed by a person or persons duly authorised.

## **11 DEADLINE**

Expression of interest shall be submitted at the address mentioned above no later than the closing date of Tuesday, 21 September 2021 before 16h30.

Where an EOI is not received by the CSIR by the due date and stipulated place, it will be regarded as a late EOI. Late EOI's will not be considered.

## **12 EVALUATION PROCESS**

The EOI evaluation process will include a technical evaluation in accordance with criteria set out in **Annexure A**. No price evaluation will be done at this stage.

## **13 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this EOI shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with **“EOI No 8048/21/09/2021: Provision, Installation and Maintenance of Closed-Circuit Television (CCTV)”** as the subject.

Any other contact with CSIR personnel involved in this expression of interest is not permitted during the EOI process other than as required through existing service arrangements or as requested by the CSIR as part of the EOI process.

## **14 MEDIUM OF COMMUNICATION**

All documentation submitted in response to this Expression of Interest must be in English.

## **15 COST OF EXPRESSION OF INTEREST**

Companies are expected to fully acquaint themselves with the conditions, requirements, and specifications of this EOI before submitting responses. Each service provider assumes all risks for resource commitment and expenses, direct or indirect, of EOI preparation and participation throughout the EOI process. The CSIR is not responsible directly or indirectly for any costs incurred by Companies.

## **16 CORRECTNESS OF RESPONSES**

16.1 The service provider must confirm satisfaction regarding the correctness and validity of their EOI.

## **17 VERIFICATION OF DOCUMENTS**

17.1 Companies should check the numbers of the pages to satisfy themselves that none is missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

17.2 **one electronic copy** of each EOI must be submitted.

## **18 ENGAGEMENT OF CONSULTANTS**

All potential Companies need to note that consultants will only be remunerated at the rates:

18.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

18.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

18.3 As prescribed by the body regulating the profession of the consultant.

## **19 TRAVEL EXPENSES**

All potential Companies need to note that travel expenses will be managed as follows should they need to travel on behalf of the CSIR in future:

19.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via reimbursements, must be in line with the CSIR's travel policy. The following will apply:

19.1.1 Only economy class tickets will be used.

19.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast, and parking will be allowed.

19.1.3 No car rentals of more than a Group B will be accommodated.

## **20 ADDITIONAL TERMS AND CONDITIONS**

20.1 Companies shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

20.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the response.

20.3 An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a response, or cancellation of any subsequent contract.

20.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the response.

## **21 CSIR RESERVES THE RIGHT TO:**

21.1 Extend the closing date;

21.2 Verify any information contained in a response;



21.3 Request documentary proof regarding any tendering issue;

21.4 Cancel or withdraw this EOI as a whole or in part; and

21.5 Not to include any supplier on the list of suppliers on the approved database based on technical criteria not met.

## **22 DISCLAIMER**

This EOI is an expression of interest only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its EOI, Companies shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to the service provider concerning the EOI, whether regarding its accuracy, completeness or otherwise and the CSIR shall have no liability towards the service provider or any other party in connection therewith.

## **ANNEXURE A – CRITERIA AND SCORECARD**

This Annexure includes the criteria used to evaluate expressions of interest for the provision, installation, and maintenance of CCTV systems. The evaluation criteria is provided in **Table A1**. The CSIR may require an onsite visit to validate certifications and capabilities before the database of pre-qualified suppliers is finalised.

**NOTE: EXPRESSIONS OF INTERESTS WILL BE REJECTED IF ANY REQUIRED SUPPORTING DOCUMENTATION IS NOT PROVIDED.**

**Table A1: Evaluation Criteria for Service Providers for the Supply, Installation and Maintenance of Closed-Circuit Television (CCTV) Systems**

CRITERIA	Y/N	REQUIRED SUPPORTING DOCUMENTATION
<b>GENERAL CRITERIA</b>		
A1.1 Company profile		Profile documentation including company history, offerings, an overview of the management team, organisational structure, responsibilities and authorities.
A1.2 Relevant Certifications and Accreditations: Proof of adherence to SANS 0222-5 CCTV installation standards		Copy of certification and/or accreditation
A1.3 Client testimonials		At least three client testimonials with contact details
A1.4 Minimum warranty terms of 1 year on new installations		Appropriate evidence/confirmation of warranty offer.
A1.5 Track records(s) of servicing long-term (at least two years) maintenance contracts on CCTV systems.		Appropriate evidence/confirmation of track record.
A1.6 Track record(s) of supporting legacy CCTV systems.		Appropriate evidence/confirmation of track record.
<b>SPECIAL CRITERIA</b>		
A1.7 Track records(s) of successful provision, installation, and commissioning of CCTV systems in a <b>large/multi-building environment</b> .		Appropriate evidence/confirmation of track record.
A1.8 Track records(s) of successful provision, installation, and commissioning of <b>lightning protection</b> devices/hardware for CCTV systems.		Appropriate evidence/confirmation of track record.

A1.9 Track record(s) of successful provision, installation, commissioning, and maintenance of <b>CCTV systems on high masts.</b>		Appropriate evidence/confirmation of track record and Fall Arrest certification.
<b>SECURITY CLEARANCE CRITERIA</b>		
A1.10 Valid Armscor Facility Security Clearance		Copy of clearance.

**Evaluation Process**

For a respondent to be added to the pre-qualified pool for this category they would have to meet all the general criteria between A1.1 to A1.6 **AND** at least one special criteria between A1.7 to A1.9.

The purpose of this EOI is to conduct the necessary due diligence to pre-qualify suppliers so as to enable a faster quotation/proposal and contracting process “as and when” required. Pre-qualified suppliers will not be eligible to bid for work requiring capabilities that have not been confirmed or validated in this process.

**Notes on the Armscor Facility Security Clearance Requirement**

Some of the work to be undertaken may require an Armscor Facility Security Clearance. Respondents are required to submit a copy of a valid Armscor Facility Security Clearance to be considered for any security classified work. In these instances RFP’s/RFQ’s will only be sent to the relevant pre-qualified suppliers with a valid Armscor Facility Security Clearance.