

## Expression of Interest (EOI)

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

**EOI No. 8048.1/15/02/2022**

Date of Issue	Tuesday, 01 February 2022	
Closing Date	Tuesday, 15 February 2022 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.

## **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. Annexure B is a returnable checklist for all respondents to this EOI.

If all the required criteria are met 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.

### **REQUIREMENTS/SPECIFICATIONS**

- **Install, support, and maintenance services of smart Closed-Circuit Television (CCTV)**
- **Minimum warranty terms of 1 year on new CCTV installations**
- **Project schedule for previous deliveries must be provided. The schedule must show the timelines from the point of order (client) to the point of supply (to the client)**
- **Certified proof of registration with Private Security Industry Regulatory Authority (PSIRA) and / Institute of Risk Management South Africa (IRMSA) would be an added advantage.**
- **Arm Scor Facility Security Clearance**

Notes on the Arm Scor Facility Security Clearance Requirement

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

## 5 PANEL ENGAGEMENT MODEL

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).

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

## 6 TECHNICAL EVALUATION CRITERIA

Refer to the table below for criteria to be used.

### Annexure A

Requirement	Acceptance Criteria	Weight	Required Evidence
Company Experience	<p>A company profile substantiating this must be provided</p> <ul style="list-style-type: none"><li>• Profile not relevant to installation, and commissioning of CCTV systems – 0</li><li>• Profile relevant to installation, and commissioning of CCTV systems – 10</li></ul>	20%	Profile documentation including company history, offerings, an overview of the management team, organisational structure, responsibilities and authorities
Minimum warranty term of 1 year on new CCTV installations	<ul style="list-style-type: none"><li>• No minimum warranty term of 1 year – 0</li><li>• Minimum warranty term of 1 year -10</li></ul>	10%	Proof of minimum warranty term of 1 year on new CCTV installations

Track records(s) of servicing long-term (at least two years) maintenance contracts on CCTV systems	Proof of track record of servicing long-term maintenance contracts on CCTV systems <ul style="list-style-type: none"> <li>• Less than 2 references – 0</li> <li>• 2 to 3 references – 5</li> <li>• 4 to 5 references – 7</li> <li>• More than 5 references – 10</li> </ul>	20%	Reference letters indicating the servicing long maintenance contracts on CCTV systems. OR A list of references indicating the following: <ul style="list-style-type: none"> <li>- Client</li> <li>- Contact Person</li> <li>- Designation</li> <li>- Email address</li> <li>- Telephone number</li> <li>- Work done</li> </ul>
Track record(s) of supporting existing/legacy CCTV systems	<ul style="list-style-type: none"> <li>• Less than 1 year – 0</li> <li>• 1 year – 5</li> <li>• 2 years and more – 10</li> </ul>	10%	Reference letters indicating the supporting existing/legacy CCTV systems and the number of years
Track records(s) of successful provision, installation, and commissioning of CCTV systems in a large/multi-building environment.	Proof of installation, and commissioning of CCTV systems in a large/multi-building environment <ul style="list-style-type: none"> <li>• Less than 2 references – 0</li> <li>• 2 to 3 references – 5</li> <li>• 4 to 5 references – 7</li> <li>• More than 5 references – 10</li> </ul>	10%	Reference letters indicating the servicing long maintenance contracts on CCTV systems. OR A list of references indicating the following: <ul style="list-style-type: none"> <li>- Client</li> <li>- Contact Person</li> <li>- Designation</li> <li>- Email address</li> <li>- Telephone number</li> <li>- Work done</li> </ul>
Track records(s) of successful provision, installation, and commissioning of lightning protection devices/hardware for CCTV systems.	Proof of installation, and commissioning of lightning protection devices/hardware for CCTV systems <ul style="list-style-type: none"> <li>• Less than 2 references – 0</li> <li>• 2 to 3 references – 5</li> <li>• 4 to 5 references – 7</li> </ul> More than 5 references – 10	10%	Reference letters indicating the servicing long maintenance contracts on CCTV systems. OR A list of references indicating the following: <ul style="list-style-type: none"> <li>- Client</li> <li>- Contact Person</li> <li>- Designation</li> <li>- Email address</li> <li>- Telephone number</li> <li>- Work done</li> </ul>
Track record(s) of successful provision, installation, commissioning, and maintenance of CCTV systems on high masts.	Installation, commissioning, and maintenance of CCTV systems on high masts <ul style="list-style-type: none"> <li>• Less than 2 references – 0</li> <li>• 2 to 3 references – 5</li> </ul>	10%	Reference letters indicating the servicing long maintenance contracts on CCTV systems. OR A list of references indicating the following:

	<ul style="list-style-type: none"> <li>• 4 to 5 references – 7</li> <li>More than 5 references – 10</li> </ul>		<ul style="list-style-type: none"> <li>- Client</li> <li>- Contact Person</li> <li>- Designation</li> <li>- Email address</li> <li>- Telephone number</li> <li>- Work done</li> </ul>
Project schedule for previous deliveries must be provided.	Schedule not provided – 0 Schedule provided -10	10%	The schedule must show the timelines from the point of order to the point of supply
<b>TOTAL</b>		<b>100%</b>	

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% will be eliminated from further evaluation.

## 7 ELIMINATION CRITERIA

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

- Proposals not submitted to [tender@csir.co.za](mailto:tender@csir.co.za)
- Proposals submitted after closing date and time.
- Failure to provide documentary evidence on ALL relevant evaluation criteria.
- Certifications and Accreditations: Proof of adherence to CCTV installation standards such as to SANS 0222-5 or others.
- Valid certified copy of Workmen’s compensation / COIDA (Letter of good standing).
- Suppliers restricted by National Treasury

## 8 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);
- 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

### 9 LOCATION FOR EOI SUBMISSION

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

### 10 EOI PROGRAMME

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

Issue of EOI documents: 01 February 2022

Closing / submission Date: 15 February 2022, Time: 16:30

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

### 11 SUBMISSION OF RESPONSES

11.1 All expressions of interest are to be submitted to [tender@csir.co.za](mailto:tender@csir.co.za) before 16:30 on the 15<sup>th</sup> of February 2022.

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

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

### 12 DEADLINE

Expression of interest shall be submitted at the address mentioned above no later than the closing date of 15 February 2022 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.



### **13 EVALUATION PROCESS**

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

### **14 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 8048.1/15/02/2022: 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.

### **15 MEDIUM OF COMMUNICATION**

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

### **16 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.

### **17 CORRECTNESS OF RESPONSES**

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

## **18 VERIFICATION OF DOCUMENTS**

- 18.1 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.
- 18.2 **One electronic copy** of each EOI must be submitted.

## **19 ENGAGEMENT OF CONSULTANTS**

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

- 19.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 19.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 19.3 As prescribed by the body regulating the profession of the consultant.

## **20 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:

- 20.1 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:
- 20.1.1 Only economy class tickets will be used.
- 20.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast, and parking will be allowed.
- 20.1.3 No car rentals of more than a Group B will be accommodated.

## **21 ADDITIONAL TERMS AND CONDITIONS**

- 21.1 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.
- 21.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the response.
- 21.3 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.
- 21.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the response.

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

- 22.1 Extend the closing date;
- 22.2 Verify any information contained in a response;
- 22.3 Request documentary proof regarding any tendering issue;
- 22.4 Cancel or withdraw this EOI as a whole or in part; and
- 22.5 Not to include any supplier on the list of suppliers on the approved database based on technical criteria not met.

## **23 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.

**24 ANNEXURE A - DECLARATION BY TENDERER**

Only tenderers who completed the declaration below will be considered for evaluation.  
EOI No: 8048.1/15/02/2022

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in

My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....  
CAPACITY .....  
SIGNATURE .....  
NAME OF FIRM .....  
  
DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	

## ANNEXURE B RETURNABLE CHECKLIST

**NOTE:** The bidder is required to complete each and every schedule listed below.

The bidder must complete the following returnable documents:

<b>RETURNABLE DOCUMENTS –</b>		
<b>The below documents must be submitted</b>		
<b>Description</b>	<b>Included</b>	
	<b>Yes</b>	<b>No</b>
Cover Letter		
Company Profile including BBBEE certificate		
Reference letters or list of references		
Certifications and Accreditations: Proof of adherence to CCTV installation standards; such as SANS 0222-5 or others.		
Minimum warranty terms of 1 year on new CCTV installations		
Certified proof of registration with Private Security Industry Regulatory Authority (PSIRA) and / Institute of Risk Management South Africa (IRMSA)		
Armscor Facility Security Clearance		
Valid certified copy of Workmen’s compensation / COIDA (Letter of good standing)		
National Treasury’s Central Supplier Database (CSD). report		
Project schedule for previous deliveries		
Declaration by tenderer		
SBD 1 Form		