



***Request for Quotation (RFQ) for the supply and installation of access control
and IP camera systems at the CSIR Pretoria campus***

RFQ No. 5522/30/09/2019

Date of issue	Thursday, 12 September 2019
Closing Date and Time	Monday, 30 September 2019 at 16:30 (<i>Late tenders will not be considered</i>)
Contact details	For submission of quotations or any other enquiries: Email tender@csir.co.za (<i>Please use RFQ No. as subject reference</i>)
CSIR business hours	08h00-16h30

1 INVITATION FOR QUOTATION

Quotations are invited from suitably qualified and experienced service providers to supply, install and commission access control and IP camera solution at building 34 CSIR Pretoria Campus.

2 SCOPE OF WORK AND QUOTATION REQUIREMENTS

The supplier must quote as per the below Bill of Quantities (BOQ):

Item	Qty.	Price/Unit	Amount (excl. vat)
Access Control			
Ground Floor Main Door			
Remove exit button	1		
Supply & install AMR reader	1		
Sound Boom	1		
Ground Floor East Door Entrance			
Supply & Install:			
iTT RS485	1		
AMR	2		
Resettable BGU	1		
PSU	1		
Maglock with status LED	1		
Resettable BGU	1		
PSU with battery backup	1		
Maglock with status LED	1		
Sound Boom	1		
Ground Floor Door West Entrance			
Supply & Install:			
AMR	2		
Resettable BGU	1		
iTT RS485	1		
PSU with battery backup	1		
Maglock with status LED	1		
Sound Boom	1		
Basement Emergency Exit			
Supply & Install:			
Resettable BGU	1		

PSU with battery backup	1		
Maglock with status LED	1		
Small Boom	1		
Basement LAB Entrance Door			
Remove exit button	1		
Supply & install AMR reader	1		
Small Boom	1		
First Floor East Entrance			
Supply & Install:			
AMR	2		
Resettable BGU	1		
iTT RS485	1		
PSU with battery backup	1		
Maglock with status LED	1		
Small Boom	1		
First Floor West Entrance			
Supply & Install:			
AMR	2		
Resettable BGU	1		
iTT RS485	1		
PSU with battery backup	1		
Maglock with status LED	1		
Small Boom	1		
Cameras			
Ground Floor Reception Area			
Supply & Install:			
Geovision Dome: 4 Megapixel, POE, Day & Night Vari-focal lens	2		
Ground Floor Emergency exit Area:			
Supply & Install:			
Geovision Dome: 4 Megapixel, POE, Day & Night Vari-focal lens	1		
Basement Floor Emergency exit Area:			
Supply & Install:			
Geovision Dome: 4 Megapixel, POE, Day & Night Vari-focal lens	1		

Cabling	1		
Sundries	1		
Travelling	1		
Safety File	1		
Sub-Total			
15% Vat			
Total (Vat inclusive)			

NB: Electrical & LAN points will be provided by the CSIR. Provision for must be made power and network lead cables.

Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the above BOQ or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR.

Mandatory documents required / returnable:

- Current company profile clearly showing the company's core activities. The profile must highlight the expertise of the contractor in supplying and installing access control systems and IP cameras. It must also include a minimum of three similar projects done in the last 2 to 5 years.
- The service provider must provide a minimum of three (3) **written** testimonial letters for similar work or services done in the last 2 to 5 years. The letters must include telephone numbers and email addresses of the referees. **NB- (Similar= Supplying and installing IP camera systems and access control equipment)**

- Bidder must provide a proof of compliance with COIDA Act
- Proof of registration with PSIRA. Please submit valid PSIRA certification.

3 PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

- 3.1 Only Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 and 2 will be considered. A valid certified copy of a B-BBEE Certificate or letter of exemption must be submitted to be considered for this tender.

4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
- 4.3 No B-BBEE status will equal zero points.
- 4.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 4.5 No order will be issued or no contract will be signed without a valid CSD number.
- 4.6 **Elimination Criteria:**
Suppliers will be eliminated under the following conditions:
- Late submission of Quotes;
 - If supplier does not quote on all items in the BOQ;
 - If supplier does not submit quotation on their official company letterhead;
 - Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***);
 - Non-submission of relevant company profile;
 - Non-submission of at least a minimum of three (3) testimonial letters on similar work done;

- Non-submission of valid PSIRA certification; and
- If the supplier fails to submit any of the mandatory/returnable documents.

5 PRICING QUOTATION

- 5.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 5.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.3 Payment will be according to the CSIR Payment Terms and Conditions.

The price should be firm and inclusive of costs and all services required to complete the project.

6 SUB-CONTRACTING

- 6.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 6.2 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 6.3 If the tender intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.

- 6.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 6.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/Quotation:
- Joint venture Agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates.

7 OTHER TERMS AND CONDITIONS

- 7.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives.
- 7.2 Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

8 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. Note: This is not a Purchase Order.

Annexure B – SBD 1 Form

(The Completed SBD 1 form must be submitted with the quotation)