

## Request for Proposals (RFP)

### The Supply, Installation and Maintenance of an Electric Perimeter fence intrusion detection system (IDS) for the CSIR Stellenbosch campus in the Western Cape Province

#### RFP 854/26/10/2018

Date of Issue	Tuesday, 02 October 2018	
Compulsory briefing session	<b>Date:</b> Wednesday, 17 October 2018 <b>Venue:</b> 11 Jan Cilliers Street Stellenbosch, CAPE TOWN <b>Time:</b> 11h00 – 12h00	
Closing Date	Friday, 26 October 2018	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Security services	

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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 multidisciplinary 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 while it is represented in other provinces of South Africa through regional offices. The site that requires the Proposal is located in CSIR Western Cape in Stellenbosch.

### **2 BACKGROUND**

The CSIR Western Cape Stellenbosch site perimeter is 894m in distance. The site requires an early warning Electric Perimeter fence intrusion detection system (IDS).

### **3 INVITATION FOR PROPOSAL**

CSIR is inviting proposals for the supply, installation and maintenance of an Electric Perimeter fence intrusion detection system (IDS) for the CSIR Stellenbosch campus in the Western Cape Province.

### **4 PROPOSAL SPECIFICATION**

All proposals are to be submitted in a format specified in this enquiry. The proposal will be for the supply, installation and maintenance of an Electric Perimeter fence intrusion detection system (IDS). The system should have the following minimum specifications:

- Electric Fence Specifications: 24 wire electric fence
- 2 mm aluminium stranded wire to be utilised
- 100mm spacing between the wires 3 x Dual zone energisers
- Energizer battery backup with a minimum capacity span of 4 hours.
- Hot dip Omega brackets to be installed
- Warning signage to be installed as per the regulation of SANS 10222-3-2016
- Lightning arrestor to be installed as per the regulation of SANS 10222-3-2016

- Earthing spikes to be installed as per the regulation of SANS 10222-3-2016

#### 4.2 Communication Specifications.

The primary communication backbone network will be of the following specifications:

- An 8 core fibre cable to be installed around the whole perimeter as the communication back bone.
- Termination boxes to be included.
- Fibre cable to be routed in a non-degradable protection sleeve.
- Dell monitoring PC with an antiglare 20" monitor to be installed at the guard house with an all-in-one bracket that can be wall mounted.
- User friendly Monitoring software to be installed (Minimum features):
  - Graphic Overlay of the entire fence
  - Electronic functionality status and report of the fence
  - Graphic indication of alarms
  - All alarms should be audible
  - Systems logs to be accessible
  - Define Access rights for different user profiles UPS back for the PC to be installed

#### 4.3 System Training Specification

Training to be provided for the following personnel:

- 8 x control room operators
- 2 x administrators
- Training manuals to be provided

#### 4.4 Hand-Over Documentation Specification

At completion of the installation, the below documents shall be handed over:

- Certificate of Compliance of the electrical work
- Certificate of Compliance for the actual electric fence
- Line Fence and google map layout drawing indicating the field boxes , zone descriptions and distances
- The cable layout drawing
- Operator and Manufacture Manuals with system password.

**NB: Where applicable provision for vegetation clearing must be made by the contractor as part of the proposal.**

#### **4.5 Maintenance on the Electric fence**

##### **Year 1 Warranty and quarterly Maintenance**

- Repairs and replacement of any faulty or defective equipment
- Failure of any equipment due to faulty installation
- Inspection and quarterly maintenance

##### **Year 2 quarterly maintenance**

###### **Energizer unit**

- Check the power supply is secure in its original installed position and screws are tight
- Ensure the power supply is dust free and all terminals and wiring is secure
- Load the power supply to maximum in accordance with the original specification and ensure that no ripple and or volt drop occurs and no current limitations are evident
- Ensure the power supply is adequately ventilated and no overheating occurs during the full load test
- Check all fuses and /or circuit breakers and ensure proper functioning of the system
- Check output voltage

###### **Energizer Panel**

- Check unit is clean and free of dust, insects
- Check output terminals and HT cables terminated points for corrosion
- Check internal PCB (control board) for corrosion
- Check battery levels both with transformer plugged in and without
- Check all on board fuses for corrosion and state of glass chamber
- Turn Energizer unit on and check output and return voltage
- Check earth for any earth leakage voltage

## **Energizer Test**

- Short fence and check siren output
- Short fence and test for alarm trigger (if connected to alarm panel or radio unit)
- Short fence and check siren output time
- Check gate contact for correct workings (if connected)
- Check keypad connections to Energizer (if connected)

## **Keypad Test**

- Check keypad functions
- Check all keypad buttons free and clear of dust and all buttons working
- Test panic \* # on keypad to activate siren
- Check back lighting on keypad
- Make sure keypad write up card correct and installed on inside flap

## **General Fencing**

- Check fence free and clear of foliage
- Check all wire connected in pole (bracket) bobbins
- Check all poles (brackets) securely mounted to structures
- Check all Earth spikes to ground securely connected to fence with line clamps and rubber tape
- Check all fence wire free and clean from surface rust and dust
- Check all tension springs, (compression, Donaldson, tweekers) under tension
- Check all fence wire strands are not “sagging”
- Check all “loops” connected by ferrules or line clamps
- Check all Warning signs displayed correctly and writing legible
- Check HT cables from energizer to fence connected by line clamps and covered in rubber tape or “denzo” tape
- Test all fence lines for voltage
- Walk test fence to check for noise “fence ticks”

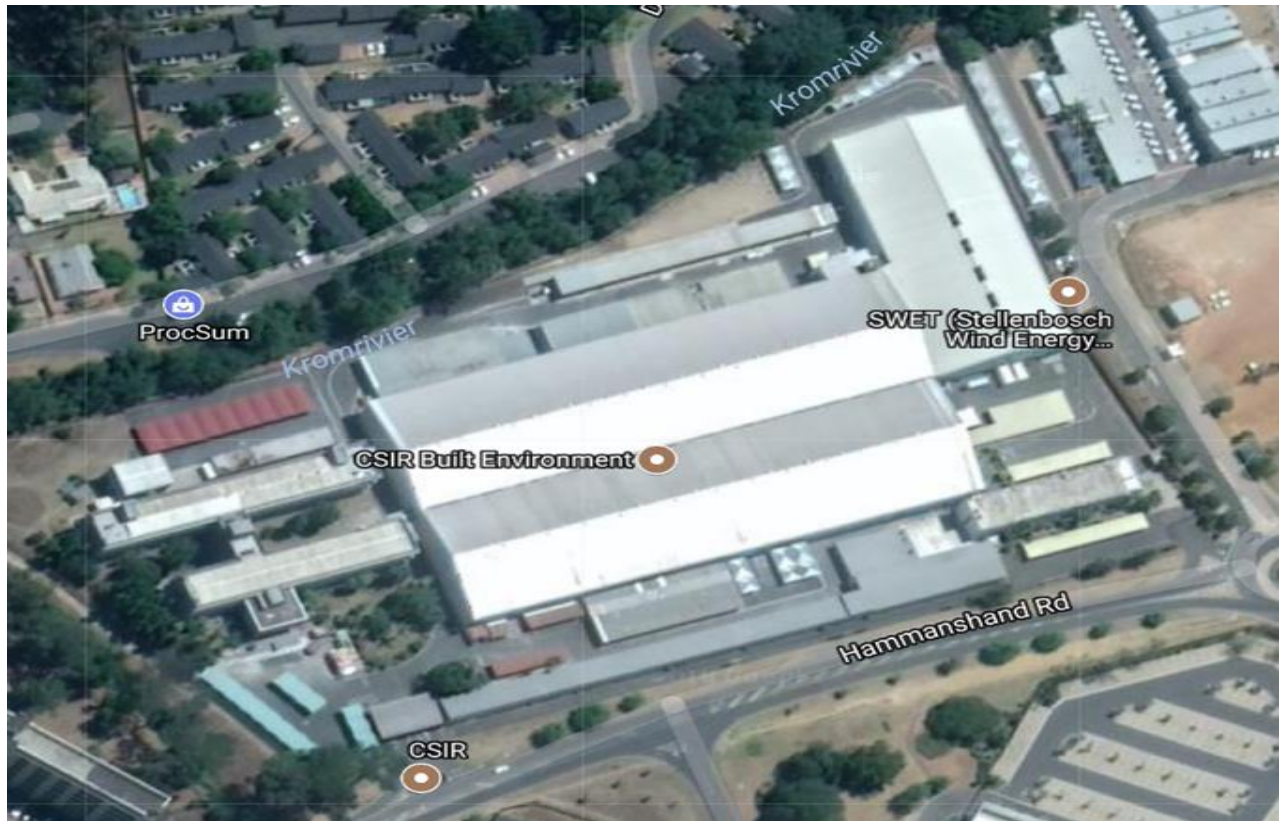


Figure 4.1 Site Overview

## 5 FUNCTIONAL EVALUATION CRITERIA

5.1 The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

	Evaluation element	Weighted score
1	Approach paper which responds to the proposed Scope of Work and outlines proposed approach / methodology, design drawing with marked zones and work plan complete with time frames.	60
2	Experience (track record) on previous projects of a similar nature, scope or complexity (over the last 2 years).	30
4	At least 2 contactable references and testimonial letters on previous projects	10
	Total	<b>100</b>

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 80% will be eliminated from further evaluation.

Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

## 6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Lack of registration on the National Treasury's Central Supplier database (CSD)
- Non-attendance of the compulsory briefing session / site inspection; and
- Lack of registration with following professional bodies
  - PSIRA (Private Security Industry Regulatory Authority),
  - Accredited Electric fence System installer registered with the Department of Labour occupational health and safety act regulation 14.

## **7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION**

Before any negotiations will start with the winning bidder it will be required from the winning bidder to validate:

- 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 of their CSD registration number; and
- Provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

## SECTION B – TERMS AND CONDITIONS

### 8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area (in the Tender box) at the following address**

**Council for Scientific and Industrial Research (CSIR)  
Meiring Naudé Road  
Brummeria  
Pretoria**

**OR**

**11 Jan Cilliers Street  
CSIR Stellenbosch campus  
CAPE TOWN**

### 9 TENDER PROGRAMME

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

- Issue of tender documents: 02 October 2018
- Compulsory briefing session / site inspection 17 October 2018
- Closing / submission Date: 26 October 2018

### 10 SUBMISSION OF PROPOSALS

**10.1** All proposals are to be sealed. No open proposals will be accepted.

**10.2** All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

**PART 1:** Technical Proposal: **RFP 854/26/10/2018**

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:

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

**10.4** The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

## **11 DEADLINE FOR SUBMISSION**

Proposals shall be submitted at the address mentioned above no later than the closing date of **RFP 854/26/10/2018** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

## **12 AWARDING OF TENDERS**

**12.1** Awarding of tenders will be published on the National Treasury e-tender portal tender website. No regret letters will be sent out.

## **13 EVALUATION PROCESS**

### **13.1 Evaluation of proposals**

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

## 13.2 Preference points system

*The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all tenders received are more than R1m, the proposal will be cancelled and re-issued.*

## 14 PRICING PROPOSAL

- 14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 14.2 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.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.

*\*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

*\*\*Non-firm price is all prices other than "firm" prices.*

- 14.5 Payment will be according to the CSIR Payment Terms and Conditions.

## 15 VALIDITY PERIOD OF PROPOSAL

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

## **16 APPOINTMENT OF SERVICE PROVIDER**

- 16.1** The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 16.2** Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- 16.3** Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

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

Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with ***“RFP 854/12/10/2018 – “The supply, Installation and Maintenance of an Electric Perimeter fence intrusion detection system (IDS) for the CSIR Stellenbosch campus in the Western Cape Province”*** as the subject.

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

## **18 MEDIUM OF COMMUNICATION**

All documentation submitted in response to this RFP must be in English.

## **19 COST OF PROPOSAL**

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

## **20 CORRECTNESS OF RESPONSES**

- 20.1** The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 20.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## **21 VERIFICATION OF DOCUMENTS**

- 21.1** Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 21.2** *One hard copy and one electronic copy (CD or USB memory key)* of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.
- 21.3** Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 21.4** If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

## **22 SUB-CONTRACTING**

- 22.1** 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.
- 22.2** 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.

## **23 ADDITIONAL TERMS AND CONDITIONS**

- 23.1** A tenderer 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.
- 23.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 23.3** In case of proposal from a joint venture, the following must be submitted together with the proposal:
- 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;
- 23.4** An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 23.5** Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **24 CSIR RESERVES THE RIGHT TO**

- 24.1** Extend the closing date;
- 24.2** Verify any information contained in a proposal;
- 24.3** Request documentary proof regarding any tendering issue;
- 24.4** Give preference to locally manufactured goods;
- 24.5** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 24.6** Award this RFP as a whole or in part;
- 24.7** Cancel or withdraw this RFP as a whole or in part.

## **25 DISCLAIMER**

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

## DECLARATION BY TENDERER

**Only tenderers who completed the declaration below will be considered for evaluation.**

**RFP No: 854/26/10/2018**

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 **RFP No: 854/26/10/2018** at the price/s quoted. 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: .....

## 26 ANNEXURE A

Evaluation Criteria		Guideline on scoring 100%				
Experience / Competency	Unit of Measure / Requirement	Weighting	Poor (40%)	Satisfactory (70%)	Good (90%)	Excellent (100%)
<b>FIRM EXPERTISE</b>						
<b>Approach Paper</b>	Approach paper which responds to the proposed Scope of Work and outlines proposed approach / methodology and work plan complete with time frames	<b>60%</b>	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.	The approach is specifically tailored to address the specific project objectives. Critical areas and specification requirements are addressed. A work plan with acceptable delivery times has been presented	The approach is specifically tailored to address the specific project objectives and requirements and it demonstrate ingenuity and innovation. A quality plan is specifically tailored to the critical characteristics of the project.	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the TENDERER has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs
<b>Experience of the Organization</b>	Experience (track record) on previous projects of a similar nature, scope or complexity  <b>NB: Information to be presented in a matrix with the following format (Project description, client, scope of work &amp; complexity and value)</b>	<b>30%</b>	Tenderer has limited experience in similar projects and has failed to demonstrate understanding of the requirements.	Tenderer has relevant experience in the conceptualisation, design, monitoring and commissioning and maintenance of security systems. The Tenderer has successfully executed at least a minimum of 2 relevant projects/contracts	Tenderer has relevant experience in the conceptualisation, design, monitoring, commissioning and maintenance of security systems. The Tenderer has successfully executed at least a minimum of 4 relevant projects/contracts	Besides meeting the "good" rating the tenderer has designed and installed state of the art security system and has demonstrated that they are thought leaders in the field
<b>References</b>	Contactable references and testimonials on previous projects within the last 2 years.	<b>10%</b>	1 contactable references provided for work done in the last 2 years	At least 2 contactable references provided for work done in the last 2 years	Tenderer has provided more than 3 contactable references and testimonials for work done in the last 2 years	Tenderer has provided more than 3 contactable references and testimonials for work done in the last 12 months

**27 ANNEXURE B – Pricing Schedule**

	<b>Price Ex Vat</b>	<b>Price Inc. Vat</b>
Supply and Installation		
Year 1 warranty and quarterly maintenance		
Year 2 quarterly maintenance		
<b>Total</b>	<b>R</b>	<b>R</b>