



## Request for Proposals (RFP)

### For the Provision of Services to Upgrade the Access Points Camera Systems and Control Room Software at CSIR Pretoria

**RFP No: 3267/01/02/2019**

Date of Issue	Wednesday, 17 January 2019	
Compulsory briefing session	<b>Date:</b> Tuesday, 22 January 2019 <b>Venue:</b> Building 5, Boardroom <b>Time:</b> 14:00 – 15h00	
Closing Date	Friday, 01 February 2019	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Security services	

## TABLE OF CONTENTS

<b>SECTION A – TECHNICAL INFORMATION</b>	<b>3</b>
<b>1 INTRODUCTION</b>	<b>3</b>
<b>2 BACKGROUND</b>	<b>3</b>
<b>3 INVITATION FOR PROPOSAL</b>	<b>4</b>
<b>4 PROPOSAL SPECIFICATION</b>	<b>4</b>
<b>5 FUNCTIONAL EVALUATION CRITERIA</b>	<b>16</b>
<b>6 ELIMINATION CRITERIA</b>	<b>16</b>
<b>7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION</b>	<b>17</b>
<b>SECTION B – TERMS AND CONDITIONS</b>	<b>18</b>
<b>8 VENUE FOR PROPOSAL SUBMISSION</b>	<b>18</b>
<b>9 TENDER PROGRAMME</b>	<b>18</b>
<b>10 SUBMISSION OF PROPOSALS</b>	<b>18</b>
<b>11 DEADLINE FOR SUBMISSION</b>	<b>19</b>
<b>12 AWARDING OF TENDERS</b>	<b>19</b>
<b>13 EVALUATION PROCESS</b>	<b>19</b>
<b>14 PRICING PROPOSAL</b>	<b>20</b>
<b>15 VALIDITY PERIOD OF PROPOSAL</b>	<b>20</b>
<b>16 APPOINTMENT OF SERVICE PROVIDER</b>	<b>21</b>
<b>17 ENQUIRIES AND CONTACT WITH THE CSIR</b>	<b>21</b>
<b>18 MEDIUM OF COMMUNICATION</b>	<b>21</b>
<b>19 COST OF PROPOSAL</b>	<b>21</b>
<b>20 CORRECTNESS OF RESPONSES</b>	<b>22</b>
<b>21 VERIFICATION OF DOCUMENTS</b>	<b>22</b>
<b>22 SUB-CONTRACTING</b>	<b>22</b>
<b>23 ADDITIONAL TERMS AND CONDITIONS</b>	<b>23</b>
<b>24 CSIR RESERVES THE RIGHT TO:</b>	<b>23</b>
<b>25 DISCLAIMER</b>	<b>24</b>
<b>DECLARATION BY TENDERER</b>	<b>25</b>
<b>26 ANNEXURE A</b>	<b>26</b>
<b>27 ANNEXURE B – SBD 1 FORM</b>	<b>28</b>

## **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**

CSIR is in a process of upgrading the CCTV (Close Circuit Television) infrastructure for all main access points at the Pretoria site. The upgrade entails the cameras, recording devices, viewing stations and the control room software. These upgrades are aimed at improving the surveillance systems and acquiring integration between the CCTV and the current access control system. This new system must be expandable to accommodate future system growth.

A security network will be established with the new network switches, which will be linked/spliced to the current network in place to enable communication to the control room. The main communications hub/rack will be located at the control room. The cameras to be installed should be intergratable with any Video Management System without requiring GUI licences.

The primary objective of the system is for the cameras to capture facial and number plate images of all people accessing the CSIR through cars and on foot.

### **3 INVITATION FOR PROPOSAL**

CSIR is inviting proposals from qualified suppliers for the provision of Services to upgrade the Access Points Camera Systems and Control Room Software for CSIR Pretoria.

### **4 PROPOSAL SPECIFICATION**

#### **4.1 CAMERA DESCRIPTION/PURPOSE**

##### **4.1.1 Automatic number Plate Recognition (ANPR)**

Capture all vehicle number plates entering and exiting the facility through the any of main gates without interference or distortion of the image from excessive or lack of lighting.

##### **4.1.2 Facial Image Capture**

Capture the facial image of the driver entering and exiting through any of main gates without interference or distortion of the image from excessive or lack of lighting.

##### **4.1.3 General Overview Cameras**

Capture the overall activities occurring around the main gates without interference or distortion of the image from excessive or lack of lighting.

##### **4.1.4 Indoor Mini-dome Cameras**

Monitor and capture movements in the specific areas without interference or distortion of the image from excessive or lack of lighting.

#### **4.2 VIDEO SURVEILLANCE SOFTWARE DESCRIPTION**

##### **4.2.1 IP Camera Support**

The system shall support any brand of IP cameras through interface platform. Integration includes MJPEG, H.264, H.265, MXPEG support, multiple video streams, audio, input/output control, on-camera (Edge) video analytics as well as 360 and 180 degree “fisheye” camera de-warping algorithms.

#### **4.2.2 Advanced Video Search**

The system shall have the Advanced Video Search tools that will speed up the ability to review recorded video footage and enable control room operators to find specific, relevant footage through this customisable tool.

#### **4.2.3 Event and Action management**

The system shall offer intelligent configuration of events and the actions that can be initiated in response to these events. Events can be triggered from inputs, video analytics, or integrated third-party system triggers. Rules-based configuration enables automatic responses associated with these specific events to be performed, including switching cameras to monitors, sending emails, controlling relay outputs, sending alarms to a control room, playing audio clips and any other related functions.

#### **4.2.4 Adjacent Camera Mapping**

The system shall have the Adjacent Camera Mapping display footage from the camera directly adjacent to the one that the operator is focusing on, to keep track of a developing situation. This feature is designed for large-scale applications where speed and efficiency is vital. It allows operators to maintain accurate viewing capabilities and pinpoint incidents as or before they arise.

#### **4.2.5 Third-party system Integration**

The system shall be able to integrate with Third party systems such as alarm and fire panels, access control, building and plant management systems, and perimeter monitoring equipment to provide an extremely powerful single user interface, with video verification of events that occur on these systems. Rules-based actions can then be initiated from the event data.

#### **4.2.6 Multi-server Site Management**

The system shall provide a true site based management infrastructure, with multiple recording and viewing servers, cameras, and storage all being managed from a centralised location. The easy-to-use graphical user interface provides the operator with seamless access to cameras and resources anywhere on or off site.

#### **4.2.7 Recording and Storage Solutions**

The system shall have support for Network Storage Systems like Storage area networks (NAS) and Network Attached Storage (SAN), as well as on-server storage. Multiple user defined databases enabling maximise storage effectiveness and flexibility. Also have the ability to store critical video to more than one database simultaneously for ultimate redundancy. The recording shall be not less than **30 days**.

The system shall also provide a screen recording feature, which enables the recording of any computer screen connected to any Windows/Linux computer. This will be recorded to the Video Management System as if it were a standard IP camera.

#### **4.2.8 Enterprise Multi-site Management**

The system shall have a site management software which provides authentic remote client system management. This includes performing all system functions from set-up to viewing, reviewing and system management, from anywhere across the country.

#### **4.2.9 Access Rights Management**

The system shall have effective site management which is important to control the access levels of the various users. Multiple levels of users each with a unique username and password. Administrators must be able to manage users across the site, or across multiple sites, from a central location.

#### **4.2.10 Alarm Management**

The system shall generate alarms that guide the user to the camera that should be monitored. The alarm Management software shall provide this interface with complete alarm logs and the ability to “escalate” alarms to supervisors. A comprehensive reporting facility will be included in the software. Similarly, when monitoring multiple sites from a central location, the alarm management software shall receive alarms from the various sites and provides an automatic connection to the sites initiating the alarm. Alarm video previews with pre- and post-event clips can be automatically downloaded and archived at the control room.

#### **4.2.11 Video Wall Management**

The Video Wall management facility shall provide intelligent management of the video that is displayed on multiple monitors. This provides the ability to: manage and perform camera and layout sequences; automatically switch cameras to monitors (or panels within monitors) upon a specified event; automatically or manually control monitor layouts via an interactive mimic panel and to review cameras on the video wall.

#### **4.2.12 Camera Parameter Cloning (CPC)**

The system shall have a CPC feature enabling copying of camera settings across multiple cameras. Settings like multiple video streams, resolutions, frame rates, bitrates and others must be easily copied and pasted from one reference camera to multiple sites’ cameras, thereby reducing site setup times significantly.

#### **4.2.13 ANPR (Automatic Number Plate Recognition)**

The system shall provide an Automatic Number Plate Recognition (ANPR) solution for both low- and high-speed applications. License plates must be recognised and stored in a database with associated video footage. These license plates can be compared to blacklists or whitelists in real-time, which will provide the ability to take appropriate action against these comparisons.

#### **4.2.14 Map Interface**

The system shall provide a maps feature of multi-layered, hierarchical, interactive interfaces. This provides representation, and control, of a site and its resources. These resources include cameras, input/output devices, access control doors, alarm/fire panel points, and more, all displayed on a graphical interface. The map will provide the ability to represent, and control, preset PTZ dome positions from the GUI; drag-and-drop cameras from the map to selected monitors; control selected integrated third party systems.

#### **4.2.15 Video Analytics**

The system shall provide its own analytics suite as well as the facility to integrate on-camera (Edge) analytics. Algorithms provided by the system shall include a multi-zone “SMART” learning motion detection algorithm, abandoned or removed object detection, loitering, speed, direction, line crossing and queue length analysis.

#### **4.2.16 Upgradeable Architecture**

The architecture of the system software shall provide the flexibility to upgrade and expand the system or add features whenever necessary. So, whether the camera population needs to expand, the recording servers need to increase, or more features are required, the system must be easily upgradable to meet the new demands.

#### **4.2.17 Failover**

The system shall provide complete redundancy by way of the failover feature. This will ensure that if any recording and video management server fails on a site, a “failover server” will automatically perform the tasks of the failed server. When a failed server is replaced, all configuration and recorded footage must be automatically ported back to the replacement server. This ensures that the site runs seamlessly through the whole process.



#### **4.2.18 Health Monitoring**

The system “up-time” is paramount. The system Health Management module shall provide real-time analysis of the system and be capable to send alarms to selected recipients if problems are detected. Camera failures, hard drive analysis, environmental conditions, communication integrity, software errors, and any other relevant parameters. The software must provide a full reporting capability to generate system status reports.

#### **4.2.19 Diagnostics**

The system shall be able to analyse the whole system environment, both in real time and historically.

#### **4.2.20 Integration Capabilities**

The system shall have the capability to integrate to 3rd-party products and devices. The system shall not require additional management servers to run the 3rd-party integration services and will centralize all integrations to one point in the software. Database configuration will be specific for each integrated system, using integration specific drivers. The integration capability will be dependent on the integrated device, but the system shall be capable of the following features:

- Reception of data from the 3rd party device.
- Retrieve specific event triggers and perform event actions dependent on specific data received.
- Store the data in logical fields in a selected database.
- Associate one or more cameras with integration device objects and their associated events.
- Display received data as an overlay on the associated cameras in live and review mode (where possible).

Display and configure integration device properties, such as:

- Configure integration device objects;
- Set and view status properties of integration device objects;
- View integration device events;
- Configure integration device object groups;
- Configure other integration device settings such as overlays, timeouts, etc.

### 4.3 ADDITIONAL INFORMATION

- All solutions should run on a secure dedicated close network.
- Cabling of equipment to be provided for at +/- 80 meters per device. Cable routes exist, however new cables will have to be installed. Cables will be CAT6E Shielded.
- The new switch must be terminated into the existing fibre.
- Provision must be made for a dedicated UPS. The system should at-least run for 12 hours in the event of a power failure, without the loss of any system functionality.
- Bidders need to price for all other accessories, brackets, and items deemed necessary for a successful completion of the project.
- **Bidders should include a 36 months warranty and service agreement in their pricing.**
- **Storage capacity of 30 days is required recording at 25fps on motion detection.**

#### 4.4 BILL OF QUANTITY

Item	Quantity	Price/unit	Total Ex Vat
<b>North Gate (3) &amp; Guard house Cameras</b>			
ANPR	4		R
Outdoor Mini dome fixed lens	4		R
Outdoor Bullet	2		R
180° panoramic view pole mounted	3		R
UPS 1	1		R
<b>Control Room Cameras</b>			
Indoor Mini dome	1		R
Outdoor bullet	1		R
UPS 1	1		R
<b>Gate 3 Visitors parking area Cameras</b>			
Outdoor bullet	4		R
UPS 1	1		R
<b>Gate 3 Reception Area Cameras</b>			
Indoor mini dome	2		R
UPS 1	1		R
<b>Visitors Gate 6</b>			
ANPR	1		R
Outdoor Mini dome fixed lens	1		R
Outdoor Bullet	1		R
UPS 1	1		R
<b>East Gate(4) &amp; Guard house Cameras</b>			
ANPR	4		R
Outdoor Mini dome fixed lens	4		R
Outdoor Bullet	5		R
180° panoramic view Pole Mounted	2		R
UPS 1	1		R

<b>South Gate(1) Cameras</b>			
ANPR	4		R
Outdoor Mini dome fixed lens	4		R
Outdoor Bullet	2		R
360° panoramic view pole mounted	1		R
180° panoramic view pole mounted	1		R
UPS 1	1		R
<b>ICC Gate (2) Cameras</b>			
ANPR Camera	2		R
Outdoor Mini dome fixed lens	2		R
Outdoor Bullet	3		R
UPS 1	1		R
<b>Network Switches</b>			
24 ports	1		R
16 ports	3		R
8 ports	2		R
<b>Control Room</b>			
NVR	1		R
Viewing Station	1		R
Alarm management station	1		R
Monitor 1	1		R
Monitor 2	1		R
19"/42U Rack	1		R
UPS 2	1		R
Decommissioning of old equipment			R
Installation Labour			R
Cabling & Sundries			R
P & G's			R
Safety File			R
<b>Sub Total</b>			<b>R</b>
<b>VAT (15%)</b>			<b>R</b>
<b>Total</b>			<b>R</b>

## **4.5 EQUIPMENT SPECIFICATIONS**

### **Cameras**

#### **Facial-Type 1 – IP Mini Dome Fixed Lens**

**Resolution 4MP**

**Recording Edge recording up to 128GB Micro SDHC card**

**Lens 2.8 mm**

**Wide Dynamic Range WDR (120 dB)**

**IR Range 15m**

**Power Input PoE**

#### **Overview –Type 2 - IP Mini Dome Vari-Focal Lens**

**Resolution 4MP**

**Lens Focal Length f/1.4, 2.8 ~ 12 mm motorized**

**Wide Dynamic Range WDR (120 dB)**

**IR Range 30m**

**Power Input PoE**

#### **Overview –Type 3 - IP Outdoor Bullet Var-Focal Lens**

**Resolution 4MP**

**Lens Focal Length f/1.4, 2.8 ~ 12 mm motorized**

**Wide Dynamic Range WDR (120 dB)**

**IR Range 30m**

**Power Input PoE**

#### **Overview – Type 4 – IP 360deg**

**Resolution 6MP**

**Recording Edge recording up to 128GB Micro SDHC card**

**Lens 1.27mm fisheye lens (360deg)**

**IR Range 10m**

**Power Input PoE**

#### **Number Plate – Type 5 – IP ANPR**

**Resolution 4MP**

**Lens 1/1.8” Progressive Scan CMOS**

**IR Range up to 50m**

**Power Input PoE**

### **Network Equipment**

**Switch- Type 1- 8/16/24 Ports**

**Type PoE Managed Layer 3**

**Redundancy SFP port**

**Data Transmission rate 10/100/1000mps**

**Enclosure Type Rack mount**

### **Network Video Recorder**

**4Chassis 4U**

**OS Windows 10**

**Software Professional License with 1 year Migration license**

**Display Output HDMI / VGA**

**HDD Interface 6x SATA Interface**

**Network 1x 10/100/1000 Mbps**

### **Viewing Station**

**Chassis 4U**

**OS Windows 10**

**Display Output 4X HDMI / VGA**

**HDD Interface 2x SATA Interface**

**Network 1x 10/100/1000 Mbps**

### **Alarm management Station**

**Chassis 4U**

**OS Windows 10**

**Display Output 1X HDMI / VGA**

**HDD Interface 2x SATA Interface**

**Network 1x 10/100/1000 Mbps**

### **Monitor 1: 43" LED PANEL**

**Size 43 inch**

**Resolution 1920 x 1080 @ 60 HZ**

**Backlight Type LED**

**Input Interface HDMI, VGA**

**Aspect Ratio 16:9**

**Monitor 2: 21.5" LED PANEL**

**Size 21.5 inch**

**Recommended resolution 1920 x 1080 @ 60 HZ**

**Input Interface HDMI, VGA**

**Power Supply 100-240v AC**

**Aspect Ratio 16:9**

**Interrupted Power Supply - UPS 1**

**1000Va**

**Cold start**

**Built in lightning & surge protection**

**Self-diagnostic**

**Batteries automatically charge when inverter is off**

**Zero transfer time**

**LCD Display**

**Network managed**

**Interrupted Power Supply - UPS 2**

**3000Va**

**Cold start**

**Built in lightning & surge protection**

**Self-diagnostic**

**Batteries automatically charge when inverter is off**

**Zero transfer time**

**LCD Display**

**Network managed**

## 5 FUNCTIONAL EVALUATION CRITERIA

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

	<b>Evaluation element</b>	<b>Weighted score</b>
1	Approach paper which responds to the proposed Scope of Work and outlines proposed approach / methodology, design drawing with marked equipment location and work plan complete with time frames	40%
2	Experience (track record) on previous projects of a similar nature, scope or complexity for the past 2 years.	30%
3	Provide proof of accreditation with the manufacture as an installer and supplier	10%
4	Provide at least 2 contactable references and testimonial letters on previous projects	10%
5	Demonstration of Skills and Capacity of resources allocated to the project	10%
	<b>Total</b>	<b>100%</b>

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

5.3 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;
- Non-attendance of the compulsory briefing session / site inspection;
- Failure to submit product brochure or information, as per the specifications;
- Proposed product does not meet the specification as per the RFP document; and
- Lack of proof of registration with PSIRA (Private Security Industry Regulatory Authority).



## **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:

- 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**

### 9 TENDER PROGRAMME

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

- **Issue of tender documents:** **Wednesday, 17 January 2019**
- **Compulsory briefing session / site inspection** **Tuesday, 22 January 2019**
- **Deadline for submission of enquiries:** **Thursday, 24 January 2019**
- **Closing / submission Date:** **Wednesday, 01 February 2019**

### 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 No. 3267/01/02/2019**

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation: **RFP No. 3267/01/02/2019**

**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 **Wednesday, 01 February 2019** 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 a successful tenderer(s).

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.*

## 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 six (6) 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 with "***RFP No: 3267/01/02/2019 for the Provision of Services to Upgrade the Access Points Camera Systems and Control Room Software at CSIR Pretoria***" 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: 3267/01/02/2019**

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: 3267/01/02/2019** 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.

Full 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>40%</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 for the last 2 years.	<b>30%</b>	Tenderer has limited experience in similar projects and has failed to demonstrate an understanding of the requirements.	Tenderer has relevant experience in the conceptualisation, design, monitoring and commissioning security systems. The Tenderer has successfully executed at least a	Tenderer has relevant experience in the conceptualisation, design, monitoring and commissioning security systems. The Tenderer has successfully	Besides meeting the “good” rating the tenderer has designed and installed state of the art security system and has

				minimum of 2 relevant projects in the past 2 years.	executed at least a minimum of 4 relevant projects in the last 2 years.	demonstrated that they are thought leaders in the field
<b>Accreditation</b>	Supplier and installer accreditation.	<b>10%</b>	The suppliers has no accreditation with the manufacturing company	The supplier has a <b>Bronze</b> status accreditation with the manufacturer.	The supplier has a <b>Silver</b> status accreditation with the manufacturer	The supplier has a <b>Gold</b> status accreditation with the manufacturer
<b>Resources</b>	Project resource allocation and skills matrix	<b>10%</b>	No resource allocation and skills matrix submitted.	The resource allocation and skills matrix has been submitted but not in line with the project scope.	The resource allocation and skills matrix has been submitted and satisfies the project scope.	The resource allocation and skills matrix has been submitted with qualifications attached to satisfy the relevance to the project scope.
<b>References</b>	Contactable references and testimonials on previous projects	<b>10%</b>	1 contactable references provided for work done in the past 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 – SBD 1 Form**

Completed form must be submitted with the proposal