



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO MAINTAIN, SUPPORT AND SUPPLY PHYSICAL ACCESS CONTROL SYSTEM AT THE NATIONAL DEVELOPMENT AGENCY (NDA) FOR THE PERIOD OF TWO (02) YEARS**

**RFQ REF: LIZZY-RFQ (ACCESS CONTROL SYSTEM)**

<b>CLOSING DATE</b>	<b><u>17<sup>th</sup> November 2021</u></b>
<b>CLOSING TIME</b>	11H00
<b>SUBMISSION OF DOCUMENTS</b>	<p>All proposals must be delivered at the NDA Head Office on or before the closing date and time. The Head Office address is 26 Wellington Road, Parktown, Johannesburg, 2193. Submissions must be strictly submitted inside the tender box, which is at the main entrance and accessible 24/7.</p> <p><b><i>Service providers outside of Gauteng are advised to send their documents by courier. NDA will not take responsibility for documents sent via postal services.</i></b></p>
<b>SUPPLIER ENVELOPES</b>	<p>The supplier's envelope/s MUST clearly have the description of " The appointment of a service provider to maintain, support and supply physical access control system at the National Development Agency (NDA) for the period of two (02) years".</p> <p>A TWO-ENVELOPE system will be used for the submission of bids:</p> <p>Commercial Envelope This envelope must contain price quotations plus all the mandatory documents as listed in section 13 of this document.</p> <p>Technical Envelope This envelope must contain all info listed under the scope of work and technical evaluation of this document (from section 8)</p>
<b>LATE BIDS</b>	Bids received after the closing date and time will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).

Contact person for Commercial Queries is Ms Elizabeth Mngqabashe +27 11 018-5546 between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to [ElizabethM@nda.org.za](mailto:ElizabethM@nda.org.za)

Contact person for Technical Queries is Mr. Bonga Kondlo +11 018 5905/083 3314 827 or [BongaK@nda.org.za](mailto:BongaK@nda.org.za)

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## **1. OVERVIEW OF NDA**

The National development Agency is a public entity listed under Schedule 3A of the Public Finance Management Act (PFMA). It was established in terms of the National Development Agency Act No 108 of 1998 as amended.

### **1.1. Our mandate**

In terms of the National Development Agency (NDA) Act (Act No 108 of 1998 as amended), NDA was mandated to contribute towards the eradication of poverty and its causes by granting funds to civil society organizations (CSOs) to:

- Implement development projects in poor communities, and
- Strengthen the institutional capacity of other CSOs that provide services to poor communities.

#### ***Impact Statement***

Reduced levels of poverty in South Africa.

#### ***Mission***

A premier development agency that coordinates and integrates development initiatives to break the cycle of poverty in the country.

#### ***Vision***

Championing development for a society free from poverty.

#### ***Organisational values***

- Integrity
- Accountability and Responsibility
- Transparency
- Respect
- Ubuntu
- Innovation
- Excellence

## **2. BACKGROUND**

The National Development Agency (NDA) is committed to develop, implement and maintain sound security practice which conforms to promulgated legislation and consequent national security policies and regulations.

NDA aimed at ensuring that appropriate measures are taken to protect the NDA personnel, information and assets against any harm caused by security breach or lack of, which may undermine the efficient functioning of the NDA.

## **2.1. CURRENT INFRASTRUCTURE**

The NDA utilizes Softwin3 version 1.04.39 for creating access cards and system reporting for the access cards readers.

The NDA utilizes Smart Professional surveillance system version 1.13.0 for CCTV monitoring and IP Camera alhua technology model: DH-IPC-HDW1120SP. The DVR is Dahua 8 channel 2MP DVR-DH8/200P.

## **2.2. The current installed and configured Access Card system, Maglocks and FIRE EMERGENCY DOORS at the NDA offices:**

<b>Floor No.</b>	<b>Location</b>	<b>No. of Doors</b>	<b>No. of Readers</b>	<b>Emergency Doors</b>
Head Office	Head Office	29	32	6
Bloemfontein Front Door	Free State	2	2	1
East London Front Door	Eastern Cape	2	2	1
Mafikeng	North West	3	3	2
Durban Office	Kwa Zulu Natal	2	2	1
Kimberly Office	Northern Cape	2	2	1

## **2.3. The current installed and configured CCTV system NDA offices:**

<b>Office</b>	<b>Location</b>	<b>No. of Cameras</b>
Head Office	Head Office	<b>24</b>
East London	Eastern Cape	<b>6</b>
Mafikeng	North West	<b>6</b>
Durban Office	Kwa Zulu Natal	<b>6</b>

### 3. PURPOSE

The purpose of the submission is to appoint a Service Provider to maintain, support, supply and install physical access control systems equivalent or similar Softwin3 and CCTV system of the National Development Agency offices for period of two (2) years.

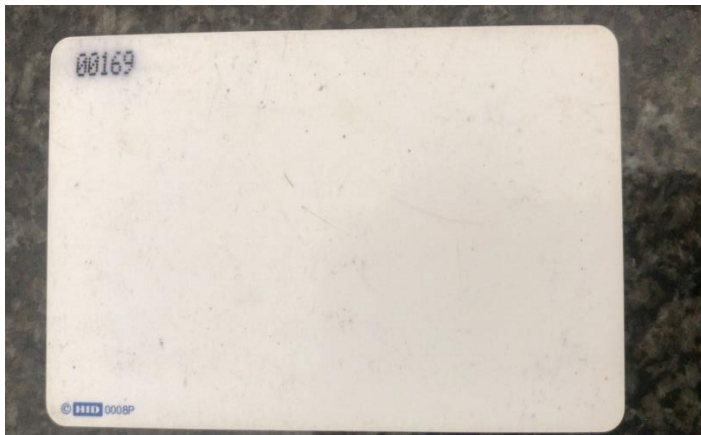
### 4. SCOPE OF WORK AND DELIVERABLES

Service providers are invited to maintain, support, supply and install physical access control systems (Softwin3 and CCTV system) of the National Development Agency (NDA) offices, which would cater for about 300 staff members for the duration of two (2) Years.

#### 4.1. Access Cards

- a) The bidder is expected to provide 100 Access Cards to NDA.

NDA Access Card type: ISOPROXII



#### 4.2. Access Control Readers and Maglock

- a) The bidder is expected to provide support, supply, maintenance, installation and configuration of access control readers and maglock.
- b) The bidder will be required to remove and reinstall the equipment in a case of office relocation.

- c) Currently there are eight (08) NDA offices that will require the installation access readers and Maglock (KZN District Office, Free State Provincial Office, Northern Cape Provincial office, Limpopo Provincial & District office, George and Cape Town Provincial Office and Head office.

#### **4.3. Software Upgrade**

- a) The bidder is expected to upgrade and provide the latest patch management software Softwin3 version for creating access cards and system reporting for the access cards readers.

#### **4.4. CCTV System**

- a) The bidder is expected to provide support, supply, and maintenance, install and configure CCTV equipment (IP Camera's and The DVR 8 channel. The bidder will be required to remove all the installed equipment in a case of office relocation.
- b) Currently there are seven NDA offices that will require the installation CCTV system (KZN District Office, Free State Provincial Office, Northern Cape District office, Limpopo Provincial & District office, George and Cape Town Provincial Office.

### **5. MAINTENANCE SERVICE LEVEL AGREEMENT**

- a) Service Level Agreement (SLA) will be signed between the National Development Agency (NDA) and the successful bidder after the expiry of the warranty of the systems.

### **6. SKILL TRANSFER**

- a) The bidder will be required to provide skilled transferred to the ICT Security Specialist during the installation phase for the system.

### **7. AD HOC SERVICES**

- a) The Ad Hoc Services will not exceed 15% of the Contract Value for the contract period. Both the Agency and the successful bidder will be required to keep account of the Ad Hoc Services and the costs thereof such that the specified variation percentage is not exceeded.

- b) All service requests requirements will be classified as Ad Hoc Services, except for the change requests that result from incident management, problem management and maintenance processes, which will be part of the baseline services.
- c) The Successful bidder will invoice only on approved and completed Ad Hoc Services on one-month arrear bases. Bidder to indicate acceptance with this arrangement.
- d) Ad hoc services to be agreed in advance with the successful bidder and price list to be documented in advance.
- e) In case in the course of this contract new offices are opened by the NDA, the successful bidder shall be required to provide a quotation for the additional works. The quotation costs are expected to be consistent with the average costs of the similar service in the contract and such additional works shall make an Addendum to the existing contract.

## 8. TECHNICAL EVALUATION

Technical Evaluation will be scored as follows:

Description		Weight
Access Cards	<p>The bidder is expected to provider 100 Access Cards to NDA. (Current NDA Access Card type: ISOPROXII)</p> <p><b>The bidder is required to provide one card as a sample for the evaluation. If the sample is not provided the bidder will be allocated a zero score.</b></p>	20
Access Control Readers and Maglock	<p>a) The bidder is expected to provide support, supply, maintenances, installation and configuration of access control readers and maglock.</p> <p><b>Written confirmation is required to be allocated a score and if there is no written confirmation the bidder will be allocated a zero score.</b></p>	20



Description	Weight	
	<p>b) The bidder will be required to remove and re-install the equipment in a case of office relocation.</p> <p><b>Written confirmation and rate per hour is required to be allocated a score and if there is no written confirmation and the hourly rate, the bidder will be allocated a zero score.</b></p>	10
	<p>c) Currently there are eight (08) NDA offices that will require the installation access readers and Maglock (KZN District Office (x1), Free State Provincial Office (x1), Northern Cape Provincial office (x1), Limpopo &amp; District office (x2), George (x1), Cape Town Provincial Office (x1) and Head Office (x4).</p> <p><b>Written confirmation is required to be allocated a score and if there is no written confirmation the bidder will be allocated a zero score.</b></p>	10
Software Upgrade	<p>The bidder is expected to upgrade and provide the latest patch management software Softwin3 version for creating access cards and system reporting for the access cards readers.</p> <p><b>Bidders must provide sample reports, screenshots, or any form of evidence to support current ability to meet such requirements. Failure to provide the required evidence, the bidder will be scored zero.</b></p>	10

Description		Weight
CCTV System	<p>a) The bidder is expected to provide support, supply, and maintenances, install and configured CCTV equipment (IP Camera's and The DVR 8 channel.</p> <p>b) Currently there are eight (08) NDA offices that will require the installation CCTV system (KZN District Office, Free State Provincial Office, Northern Cape Provincial office, Limpopo Provincial &amp; District office, George, Cape Town Provincial Office and Head Office (Parking).</p> <p><b>Written confirmation is required to be allocated a score and if there is no written confirmation the bidder will be allocated a zero score.</b></p>	10
Experience	<p>Bidders should have a minimum of five (5) years' experience in similar work.</p> <p>More than 5 years' experience = 10 points  More than 3 but less than 5 years' experience = 5 points  More than 2 but less than 3 years' experience = 3 points  Less than 2 years' experience = 0 points</p> <p>The Bidders should provide five (5) written reference letters.</p> <p>5 letters = 10 points  3 letters = 5 points  2 letters = 3 points  Less than 2 letters = 0 points</p> <p><b>Written references from suppliers' clients, detailing the nature of work done, duration of contract. The references should be on the referee's official letterhead with full contact details and designation of the person signing the reference letter.</b></p>	10
		10
<b>Total Score</b>		<b>100</b>
<b>Minimum qualifying score for functionality</b>		<b>70</b>

**Note:** Bidders who score less than 70% on technical evaluation will not be evaluated further.

## 9. COMMERCIAL EVALUATION (PHASE 2)

- 9.1.** Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2017, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price and maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.
- 9.2.** The bid proposals received will be evaluated in two (2) phases. On the first phase bids will be evaluated on functionality and on the second phase in accordance with the 80/20 preference points system respectively.
- 9.3.** Bid proposal must score a minimum of seventy (70) points or more out of hundred (100) points on functionality in order to qualify for advancement to the next phase of evaluation. Second phase, a bid proposal scoring less than 80 out of 100 will not be considered for further evaluation and will be disqualified.
- 9.4.** Phase two: During this phase, bid proposals that passed the first phase will be further evaluated based on the 80/20 preference points system in accordance with the PPPFA Act, where 80 points will be attained in respect of price (the lowest acceptable bid will score 80 points and bidders that quoted higher prices will score lower points for price on a pro-rata basis) and 20 points will be awarded for attaining the Broad-Based Economic Empowerment (B-BBEE) status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 9.5.** In order to claim the B-BBEE Status Level of Contributor, bidders must submit Sworn Affidavits or original and valid B-BBEE Status Level Verification Certificates

or certified copies thereof, issued by accredited Verification Agencies such as SANAS or Registered Auditor approved by the IRBA together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprises must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

- 9.6.** Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE, but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.
- 9.7.** Bidders are requested to complete the preference claim form (SBD 6.1) in order to claim preference points.
- 9.8.** A tender will be awarded to the tenderer who scored the highest total number of points in terms of the preference point systems (price and B-BBEE points). It should be noted that the NDA reserves the right not to appoint any bidder and no bidder will be reimbursed for any costs incurred whilst participating in this bid.

## **10. PRICING**

- 10.1.** Bidders must submit a detailed cost breakdown for all applicable costs e.g. Initial setup costs, monthly costs, and any other applicable costs. All prices submitted must be inclusive of VAT
- 10.2.** Bidders must indicate if their prices will be fixed and firm for the duration of the proposed contract period, if not, the proposed escalations should be clearly indicated.
- 10.3.** Bidders must ensure that the quotes submitted have no arithmetic errors as NDA will not rectify any errors and no adjustments to quotations received will be permitted.
- 10.4.** Bidders will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorised person. Should it be established after the submission of proposals that the signatory authorising the proposal is not legally

appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.

**10.5.** All prices submitted should be typed in black ink or written in pen, proposals written in pencil will not be accepted and evaluated.

**10.6.** A two-envelope system will be used for the submission of proposals.

## **11. TENDER VALIDITY**

All submitted bids must be valid for 150-days from the closing date of this bid.

## **12. NDA PAYMENT TERMS**

The NDA will accept and process Invoices from the supplier once installation has been completed and certified to be in good working order. Invoices will be paid 30-days from the date of submission and approval.

## **13. MANDATORY DOCUMENTS**

**13.1.** Valid Tax Clearance Certificate issued by the South African Revenue Services (SARS) or SARS tax Pin or a CSD report.

**13.2.** Company registration documents (CIPC).

**13.3.** A letter/resolution authorising the person signing the bid documents and contracts.

**13.4.** Proof of accreditation/certification in implementing the infrastructure as well as compliance and affiliation with South African Security Association or similar.

**13.5.** All participating bidders must complete, sign and return ALL the attached SBD forms (SBD1, SBD4, SBD6.1, SBD 6.2 (including all the annexures), SBD8 and SBD9) declaration forms, together with their proposals.

**Failure to complete and submit any of the attached documents will result in immediate disqualification.**