



**BID NO.: COM155/2025**

**APPOINTMENT OF A SERVICE PROVIDER  
FOR THE MONITORING, RAPID RESPONSE,  
MAINTENANCE AND INSTALLATION OF  
SECURITY SURVEILLANCE SYSTEMS FOR  
THE CITY OF MBOMBELA FOR A PERIOD OF  
3 YEARS**

**CLOSING DATE: 3 JULY 2026 AT 11H00**

**COMPANY NAME: \_\_\_\_\_**

**CSD REGISTRATION NO: \_\_\_\_\_**



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**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF MBOMBELA**

BID NUMBER:	COM155/2025	CLOSING DATE:	3 JULY 2026	CLOSING TIME:	11:00
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**DESCRIPTION** APPOINTMENT OF A SERVICE PROVIDER FOR THE MONITORING, RAPID RESPONSE, MAINTENANCE AND INSTALLATION OF SECURITY SURVEILLANCE SYSTEMS FOR THE CITY OF MBOMBELA FOR A PERIOD OF 3 YEARS

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

**BID RESPONSE DOCUMENTS MUST BE SUBMITTED IN THE TENDER BOX LOCATED @ NO: 1 NEL STREET; MBOMBELA; 1200; MBOMBELA CIVIC CENTRE NEXT TO THE MAIN ENTRANCE.**

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>	<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>
Financial Management Services Supply Chain Management Christopher Nkambule Telephone Number: 013 759 2358 Email Address: <a href="mailto:christopher.nkambule@mbombela.gov.za">christopher.nkambule@mbombela.gov.za</a>	Community Services Public Safety Jomo Malupe Telephone Number: 013 759 9217 Email Address: <a href="mailto:jomo.malupe@mbombela.gov.za">jomo.malupe@mbombela.gov.za</a>

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE SUBMITTED AT THE ADDRESS REFLECTED AND AS PER INSTRUCTIONS ON THE TENDER INVITATION. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</b>	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....



**BID NO: COM155/2025**  
**CLOSING DATE: 3 JULY 2026 AT 11:00**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE MONITORING, RAPID RESPONSE, MAINTENANCE AND INSTALLATION OF SECURITY SURVEILLANCE SYSTEMS FOR THE CITY OF MBOMBELA FOR A PERIOD OF 3 YEARS**

The City of Mbombela hereby invites suitably qualified and experienced service providers to submit bids for the provision of comprehensive electronic security services. The scope of work includes the continuous monitoring of alarm systems and surveillance equipment, rapid response to security incidents and alarm activations, maintenance and support of existing security infrastructure and the supply, installation, commissioning and integration of new security systems for a period of 36 months.

It is compulsory for service providers to download the bid document, which will be available from 3 June 2026, on the City's official website: [www.mbombela.gov.za](http://www.mbombela.gov.za) under the Tenders and Notices section, as well as the National e-Tender Portal: [www.etenders.gov.za](http://www.etenders.gov.za). Documents are available free of charge.

Fully completed bid documents, together with the required supporting documents, must be submitted. These include: a Valid Tax Compliance Status (TCS) Pin, Certified copy of a valid B-BBEE certificate or sworn affidavit, current municipal rates and taxes statement from the relevant local authority, or proof of residence from a tribal authority (where applicable), or a lease agreement accompanied by the lessor's up-to-date municipal rates and taxes statement for both the business and all active directors, including joint venture or consortium members, full Central Supplier Database (CSD) registration report (summary reports will not be accepted), certified copy of company registration certificate and certified copies of the directors' identification documents. The completed bid document and all supporting documents must be placed in a sealed envelope clearly marked with "the bid number, full project description and closing date", and submitted in the tender box at Mbombela Civic Centre, 1 Nel Street, Mbombela.

Bids must be submitted before 11:00 on the closing date. Late submissions will not be accepted. Bids received via telegram, facsimile, or email will not be considered. Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted or considered.

Compulsory briefing session will be held on the 10 June 2026 at 9:00 am, at Mbombela Stadium, Gate 10, 2nd floor, Restaurant, located at No. 1 Bafana Road Mataffin Nelspruit 1200. GPS 25.4612 S, 30.9335 E.

Bidders are cautioned against any form of fraud or misrepresentation. Any bidder found to have submitted forged or falsified documents will be reported to the South African Police Service (SAPS) and may be restricted from conducting business with any public institution for a period not exceeding ten (10) years, in accordance with the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004.

The bid will be evaluated in terms of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, read with the Preferential Procurement Regulations, 2022, and the City of Mbombela's Preferential Procurement Policy. An 80/20 preference point system will apply, where 80 points are allocated for price and 20 points for specific goals.

Supply Chain Management : Christopher Nkambule – (013) 759 2358  
Project Manager : Jomo Malupe – (013) 759 9217  
Employer : City Manager, Mr Wiseman Khumalo  
City of Mbombela  
Po Box 45; Mbombela; 1200

***NB: The results of this bid will be published on the City's official website in accordance with Section 75(1)(g) of the Municipal Finance Management Act (MFMA) and SCM Regulations, Section 23(c).***

## **SPECIAL CONDITIONS OF THE BID**

### **1. SUBMISSION OF TENDERS**

The tender is to be made out on the tender form attached hereto, which must not be detached from this document, and the completed document, fully priced and totaled, completed in all respects, signed and is to be sealed in an envelope which is to be enclosed and delivered in accordance with the instructions contained on the Invitation to Tender.

Proof of posting of a tender will not be accepted as proof of delivery to the appropriate place for the receipt of tender.

Tenders will be opened in public immediately after the advertised closing date.

The information to be submitted by prospective bidders will only be used for tender purposes taking into consideration the Protection of Personal Information Act (POPI Act).

### **2. TENDER DEPOSIT**

Tender documents can be downloaded from the following link: [www.mbombela.gov.za](http://www.mbombela.gov.za), in the tenders and notices folder and National Treasury e-Tender Portal: [www.etenders.gov.za](http://www.etenders.gov.za), free of charge.

### **3. ADJUDICATION OF TENDER**

The City of Mbombela will not be bound to accept the lowest or any tender and also reserves the right to cancel the tender when deemed necessary.

The tender will be adjudicated by the City in terms of the Preferential Procurement Policy Framework Act, no. 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2022 and the City's Preferential Procurement Policy, where 80 points will be allocated in respect of price and 20 points in respect to specific targeted goals.

Prospective service providers may not make any alterations or additions to the Bid document, except to comply with instructions issued by the employer. The tender document must be furnished with non-erasable black ink and all corrections made by the service provider should be dated and signed by the authorized signatory. Erasures and the use of masking fluid, tippex, pencil or erasable ink are prohibited and failure to adhere to this condition will render your submission non-responsive.

A bid not complying with the mandatory requirements stated in the bid document will be regarded as non-responsive and as such will be rejected. If a Bid has not been properly signed by a party having the authority to do so, according to the example of "Authority for Signatory" will be rejected. This condition will not apply to companies owned by one director / member / sole proprietorship.

A bid will be rejected if any municipal rates and taxes or municipal service charges owed by the bidder (business) or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. Similarly, none submission of proof of valid and up-to-date rates and taxes statement will render the submission non-responsive.

Bids will be rejected if the bidders or any of the directors are listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. Bids will be rejected if the bidder has abused the CoM's Supply Chain Management System or SCM Processes of any state institutions.

MBD 1 will regard as a FORM OF OFFER and if the forms is not completed in full and signed by the authorized signatory, the submission will be regarded as non-responsive.

#### 4. COMPLETION OF TENDER DOCUMENTS

Tenders will only be considered on receipt of this tender document correctly completed with all insertions in black ink and signed.

The following compulsory documentation MUST be attached in order for the bid to be considered:

- Copy of a valid Tax Compliance Status (TCS)
- Proof of company registration
- Certified ID copies of business directors
- CSD full registration report must NOT be older than 30 days from closing date and summary report will NOT be considered.
  - Certified copy of PSIRA Letter of Good Standing and company registration certificate with PSIRA
  - Certified valid copies of Director/Shareholder registration certificate with PSIRA;
  - SAHPRA Licensing
  - ICASA Licensing (CECS (Communication) and CECNS (Networking) license for the Ehlanzeni District or an ICASA IECNS (Individual) License in South Africa.
  - Third parties to be involved in case bidders don have ICASA license.
  - Proof of ownership or Lease agreement and specifications for a Guard Monitoring system capable of generating reports, tracking guards' movement, panic and GPS tracking option
  - Copy of public liability insurance R10 000,000.00. Letters on intent will not be accepted. Only insurance covers from registered and authorized financial service providers will be accepted.
  - Authority to possess Fire Arms (By PSIRA or The South African Police Services). The approval to possess fire arms in terms of the Fire Arms control Act must have been granted by the relevant authority prior to the closing of the bids-No applications forms will be considered.
  - Certified copy of COIDA Certificate (Specified armed responses/ Security Services)
- The bidder must provide a valid copy of current municipal rates and taxes statement from relevant local authority / proof of residential from tribal authority (if the business is operating in a rural area) / lease agreement with the lessor's up-to-date municipal rates and taxes statement **for the business**. Prospective bidders should ensure that the physical address details of the company on the CSD are similar to the one reflected on the company registration certificate. The municipality reserves the right to verify both the municipal rates and taxes of the company details reflected on the CSD and company registration certificates. It is prudent and remains the responsibilities of the prospective bidders to ensure that the company is cleared with regards to the municipal rates and taxes.
- The bidder must provide valid copy of current municipal rates and taxes statement(s) from relevant local authority / proof of residential from tribal authority (if the director(s) is/are residing in rural areas) / lease agreement with the lessor's up-to-date municipal rates and taxes statements **for the director(s)** including consortium and JV **partners**. Prospective bidders should ensure that the physical address / addresses details of the director(s) reflected on the company registration certificate are aligned to the address / addresses on the municipal rates and taxes statement(s) attached. The municipality further reserves the right to use ID numbers of the directors to verify if any municipal rates and taxes are not owned by each director. It is prudent and remains the responsibilities of the prospective bidders to ensure that each director or lessor's municipal rates are cleared with regards to the municipal rates and taxes.

NB: Certified copies of documentation must not be older than three months to be regarded as valid. Copies of “certified copies” will not be acceptable as true copies of original documents. Failure to adhere will lead to immediate disqualification.

## **5. COMPULSORY BRIEFING SESSION**

Compulsory briefing session will be held on the 10 June 2026 at 9:00 am, at Mbombela Stadium, Gate 10, 2nd floor, Restaurant, located at No. 1 Bafana Road Matabaffin Nelspruit 1200. GPS 25.4612 S, 30.9335 E.

## **6. TAXES AND DUTIES PAYABLE**

Bidders shall allow in their tender for the payment and recovery of all taxes and other duties. No claims for additional payment in this respect will be considered. Prices and rates quoted shall be inclusive of Value Added Tax (VAT). VAT shall be recorded as a lump sum in the tender summary and the total inclusive of VAT carried to the Form of Tender.

## **7. WITHDRAWAL OF TENDER**

In the event of the successful tender failing to execute the service in terms of this tender, the Municipality shall be entitled to cancel the contract summarily, in which event the Bidder shall be liable for any additional expense incurred by reason of the Municipality having to call for fresh tenders or having to accept any less favorable tender.

## **8. NOTICE OF BIDDERS**

Should any additions or alterations to the document as issued to Bidders be deemed necessary prior to the date for submission of tenders, these will be issued to Bidders in the form of Notices to Bidders and will form part of the tender document.

The Notices to Bidders shall be completed where applicable by Bidders, signed, dated and returned with the tender documents.

## **9. PERIOD OF VALIDITY OF TENDERS**

The period of validity of tenders shall be **120** days as stated in the tender form and be calculated from the closing date for submission of tenders.

## **10. DURATION OF CONTRACT DELIVERABLES AND PENALTIES**

Service Providers Tender with its Director/s having criminal record will be deemed non-responsive

The City reserves the right to increase or decrease the scope of work as directed by prevailing risks levels and Security Master Plan. This tender is embedded on a risks based principle

The successful bidder must have a financial capacity of commencing the project with no hindrance. THE SERVICE PROVIDER IS RESPONSIBLE FOR REMUNERATING OF THE EMPLOYEES IN TIME AND INLINE WITH THE PSIRA GUIDELINES. SHOULD THE SERVICE PROVIDER FAIL TO REMUNERATE ITS EMPLOYEES CONTRACTED WITH THE MUNICIPALITY WORKING SITES, THE MUNICIPALITY RESERVES THE RIGHT TO PAY THE EMPLOYEES DIRECTLY AND RECOVER THE COSTS PLUS TEN PERCENT PENALTY FROM THE SERVICE PROVIDER.

## **11. PRICE**

Bid prices will be regarded fixed and no additional cost will be added.  
Bid prices must be stated in South African currency.  
Bid prices must include and VAT. (If applicable).

## **12. DELIVERABLES**

The contract duration will be 36 months after signing of the Service Level Agreement (SLA).  
Detailed terms and conditions will be stipulated on the SLA

**NOTES / CHECKLIST FOR RETURNABLE DOCUMENTS STIPULATED UNDER SPECIAL CONDITIONS OF TENDER DOCUMENTS AS MANDATORY REQUIREMENTS. THIS DOCUMENT SHALL BE APPLICABLE TO ALL TENDER DOCUMENTS OF THE CITY.**

**Preamble**

The objective of this checklist is aimed at ensuring that interpretation and application of the special conditions and other mandatory requirements at Bid Evaluation Committee (BEC) & Bid Adjudication Committee (BAC) are aligned as envisaged by the Bid Specification Committee (BSC). This will enhance consistency and uniformity in the entire bid committee system whilst promoting “user friendly” principles by simplifying tender requirements to all interested prospective bidders.

ITEM NO:	DESCRIPTION / RETURNABLE DOCUMENTS	NOTES	FOR OFFICE USE ONLY	
			CHECKLIST	YES or NO or N/A
1.	Company Registration Certificate	<p>a) It's a certificate issued by the Companies and Intellectual Property Commission in line with section 14 of the Companies Act 78 of 2008</p> <p>b) A Certificate issued by CIPRO in line with section 2 of the Close Corporation Act 69 of 1984</p> <p>NB: The registration of Close Corporations (CCs) was replaced by introduction of the New Companies Act which came to effect in April 2011. CCs to be recognized as valid registration certificate will be up to 2010.</p>	Has the bidders attached a valid company registration document in line with the applicable legislation?	YES
2.	Company Profile	<p>a) A Company Profile is a professional introduction of your Business that aims to inform Clients about its purpose, vision, trustworthiness, products and services, and experience of your Company. It is basically a “CV for your Business/Company”</p>	Has the bidder attached a company profile and its experience is relevant to add value on this project?	YES

<p><b>3.</b></p>	<p>Certification of documents to be submitted together with the tender document.</p> <p>I.e. ID Copies of business owners, qualifications, Licenses and certificates, accreditation by professional bodies, proof of ownership document, appointment letters, completion certificates, etc.</p>	<p>a) The certification of documents must be done by a commissioner of oath as prescribed in the Justices of the Peace and Commissioners of Oaths Act 16 of 1963 and its Regulations.</p> <p>b) Acceptable certified copies are copies originally certified from any police station, post office, Lawyers or <u>notary public</u> (who are members of a recognised professional body), Actuaries or accountants (who are members of a recognised professional body), Members of the judiciary, Directors, managers or company secretaries of a banks or regulated financial services business.</p> <p>c) <i>Commissioner of Oaths stamps can be purchased at Stationary shops, but it can be custom made following the below example:</i></p> <div data-bbox="817 775 1594 1177" style="border: 1px solid black; padding: 5px;"> <p>CERTIFIED TRUE COPY OF THE ORIGINAL DOCUMENT. THERE ARE NO INDICATIONS THAT THE ORIGINAL DOCUMENT HAS BEEN ALTERED BY UNAUTHORISED PERSONS.</p> <p>Designation (rank) .....ex officio: RSA</p> <p>Date: ..... Place .....</p> <p>Business Address: ..... .....</p> <p>Commissioner of Oaths</p> <p>..... Signature Full Names</p> </div> <p>NB: All certified copies must NOT exceed three months and be originally certified.</p>	<p>Has the bidder certified all documents to be certified as per special conditions of bid?</p> <p>Check validity on the date, check if the commissioner of oaths stamp is compliant as per example copied from the Regulations.</p>	<p>YES</p>
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4.	<p>Central Supplier Database (CSD) Full report, (Summary report will <b>NOT</b> be acceptable).</p> <p><b>N/B CSD Report date should not be more than 30 days before Bid closing date.</b></p>	<p>a) The City requires that all prospective bidders should be registered on CSD. This is aimed at verification of email addresses, phone numbers, banking details, company registration numbers, tax status with SARS, state employees, etc.</p>	<p>Has the bidder attached a full CSD report, are tax matters in good order, are the directors not in the employment of any state and the CSD report is not older than 30 days from the closing date?</p>	YES
5.	Tax Compliant Status (TCS)	<p>a) Prospective bidders are required to attach a valid TCS together with the tender document.</p>	<p>Has the bidder attached a valid (not expired) TCS?</p> <p>The designated official should verify the bidder's tax compliance status prior to finalization of the award of a bid or prize quotation. Where the recommended bidder is not tax compliant, the bidders should be notified of their non-compliant status and the bidder must be requested to submit to the City within 7 working days, written proof from SARS of their tax compliance status or proof from SARS that they have made arrangements to meet their outstanding tax obligations. The proof of tax compliance status submitted by the bidder to</p>	YES

			the City must be verified via the CSD report or e-Filing. The City should reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status within the timeframe stated above ( <b>See MFMA Circular No: 90</b> ).	
6.	Certified copy of B-BBEE Certificate / affidavit for B-BBEE status level of contributor ( <b>to claim points only</b> ).	<p>a) EMEs in terms of the B-BBEE Act 53 of 2003 may submit a sworn affidavit confirming annual total revenue and level of black ownership or Certified Copy of B-BBEE Certificate.</p> <p>b) Bidders other than EMEs and QSEs <b>MUST</b> submit their certified copies of valid B-BBEE status level verification certificate, substantiating their B-BBEE rating issued by a registered auditor approved by IRBA or a verification agency accredited by SANAS.</p> <p>c) A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p> <p>NB: There is NO consolidated affidavit for B-BBEE status level of contributor. Only consolidated B-BBEE certificate will be considered for JVs / Consortium &amp; large companies that are making an annual turnover in excess of R50 million including value added tax (VAT). <i>This is not a disqualifying factor, non-adherence will lead to no allocation of B-BBEE</i></p>	<p>Is the copy B-BBEE Certificate valid?</p> <p>Is the sworn affidavit for EME / QSE in line with the threshold for EME and EME and valid?</p> <p>If the tendering entity is a JV / Consortium / Large company, has the bidder attached a certified copy of a valid and consolidated B-BBEE certificate in order to claim points as prescribed by the MSCM Regulations?</p> <p>Is the copy of B-BEE certificate certified by the Commissioner of Oaths reflects as prescribe on the regulations of the Act?</p>	YES

		<i>points.</i>	<p>Is the affidavit for B-BBEE stamped and signed by commissioner of oaths?</p> <p>I.e. full names and signature, force/practice number, designation / rank, date and address.</p> <p>Is the certification date not older than 3 months and original ink is clear on the document to confirm if it is originally certified?</p>	
7.	Formal agreement must be attached in case of a joint venture (JV) or consortium.	a) The JV/consortium must amongst others, reflect clear profit and loses sharing percentages. It is compulsory that the lead partner must have at least 51% majority shares in the JV/consortium.	If the tendering entity / bidder is a JV/Consortium, has the bidder attached a detailed JV/Consortium agreement with all critical information?	YES
8.	In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit separate required returnable documents.	a) This will not be applicable to functionality and B-BBEE requirements.	If the tendering entity / bidder is a JV/Consortium, have the parties involved attached all individual required documents as per special condition of bid?	YES

<p><b>9.</b></p>	<p>Latest municipal rates and taxes certificates from relevant local authority for the business and all business directors</p> <p style="text-align: center;">OR</p> <p>Proof of resident from tribal authority for the business and all business directors</p> <p style="text-align: center;">OR</p> <p>Lease agreement with the Lessor's latest municipal rates and taxes certificates from relevant local authority.</p> <p>NB: All accounts owing any municipality for more than 90 days will be disqualified as prescribed on the MSCM Regulations.</p>	<p>a) If the business is operated and its director(s) are residing within a municipal area, bidders are expected to attach latest municipal rate and taxes certificates for the business and ALL its directors.</p> <p>b) If the business is operated and its director(s) are residing within a tribal authority. Bidders are expected to attach proof of resident for the business and ALL its directors.</p> <p>c) If the business directors are leasing a facility for residential purposes, they are required to attach individual lease agreement with lessor's latest municipal rates and taxes for a facility is within a Municipal boundary and if the business is renting office / business facility, the bidders are required to attach lease agreement for the business with lessor's latest municipal rates and taxes for a facility within a municipal boundary. If the facility leased is in a rural area, lease agreement will be accompanied with the lessor's proof of residential from a tribal authority.</p> <p>NB: <i>Domicilium citandi at executandi</i>: Domicilium citandi et executandi is a Latin legal term meaning the address nominated by a bidder in a legal contract where legal notices may be sent.</p> <p>Bidders are encouraged to update their addresses when they relocate their businesses and the preferred address on the CSD should be in line with the address on the Company Registration Document. It is the responsibility of the bidder to ensure that all physical addresses reflected either on the company registration document and CSD are not owing any municipal rates and taxes for more than three months including the Lessor's municipal account in case of lease. The rationale behind this</p>	<p>Has the bidder attached latest municipal rates and taxes from relevant local authority for the company / business and all company directors / owners?</p> <p>In case of lease, has the bidders attached lease agreements and lessor's proof of res from a tribal authority or latest municipal rates and taxes certificate?</p> <p>Is the account not in areas for more than 90 days (3 months)?</p>	<p>YES</p>
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		requirement is the enhance revenue in RSA municipalities as enshrined on the Municipal Systems Act 32, 2000. Alignment of addressed must be in line with the special conditions of bid.		
10.	<p><b><u>Forging of documents/certificates</u></b></p> <p>The City has noted that prospective bidders are allegedly submitting fraudulent and forged documents when bidding for tenders.</p> <p>Bidders are advised not to commit fraudulent activities and forge documents. The City will ensure that this Act is adhered to by reporting all abusers of the SCM system to SAPS and enlist them on the Register of Tender Defaulters as prescribed on section 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.</p> <p>Abusers of the SCM system, amongst other penalties, may be restricted to do business with any Public Institutions for a period NOT exceeding 10 years (<b>see section 28 of this Act</b>).</p>	<p>Section 34(1)(b) of the Prevention and Combating of Corrupt Activities Act 12 of 2004, stipulates that: <i>“any person who holds a position of authority and who knows or ought reasonably to have known or suspected that any other person has committed the offence of theft, fraud, extortion, <b>forgery</b> or uttering a forged document involving an amount of R100 000 or more, must report such knowledge or suspicion or cause such knowledge or suspicion to be reported to any police official”.</i></p> <p>Section 34(2) of the same Act stipulates that: <i>“subject to the provision of section 37(2), any person who fails to comply with subsection (1), is guilty of an offence”.</i></p>	<p>Are there any suspicious / alleged fraudulent or forged documents?</p> <p>If yes, has the matter been reported to the nearest SAPS following correct institutional protocol?</p> <p>Has the matter been registered with the Registrar to enable due processes and per the Act?</p> <p>NB: The minutes of the BEC / BAC should detail all the elements of alleged fraud and forged documents.</p>	YES

11.	Copy of Public Liability insurance. Only insurance covers from registered and authorized financial service providers will be accepted.	a) Public liability insurance may vary from one project to another on the basis of the level of risk and complexity of the project. Minimum cover to be determined by the BSC prior consultation with the project manager if deemed necessary.	If applicable, is the bidder compliant with the minimum cover stipulated in the bid document? Is the public liability insurance from a registered financial institution?	YES
12.	Recent audited / independently reviewed financial statements for three consecutive years. NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.	a) Applicable to private companies that are not managed by its owners, if: <ul style="list-style-type: none"> <li>- It compiles its financial statement internally and its public interest score is less than 100.</li> <li>- It has its financial statements compiled independently and its public interest score is between 100 and 349.</li> <li>- the public interest score is 350 points or more, is required for an audit to be conducted.</li> </ul>	Has the bidder furnished MBD 5 as mandatory for all projects estimated to be in excess of R10 million? Has the bidder attached the relevant AFS as required by law and is it aligned with his/her declaration on MBD 5? False / mismatched / inconsistent declaration may lead to immediate disqualification.	YES
13.	Recent annual financial statement (AFS) for three consecutive years (unaudited AFS). NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.	a) Applicable to private companies with a public interest score of less than 100.  b) If, with respect to a particular company, every person who is a holder of, or has a beneficial interest in, any securities issued by that company is also a director of the company, that company is exempt from the requirements in this section to have its annual financial statements audited or independently reviewed.  NB: An independent review will suffice if the company has opted to have its financial statement audited or is required by	Has the bidders furnished MBD 5 as mandatory? Has the bidder attached the relevant AFS as required by law in line with his/her declaration on MBD 5?	YES

		its Memorandum of Incorporation (MOI) to do so.		
<b>14.</b>	Functionality / Quality for evaluation of complex projects	<p>a) Functionality test refers to evaluation of bidders on various aspects of the contract to establish if the bidders has the capabilities to execute the contract or not. The various aspect may include but not limited to: track record and experience on similar projects, human resource and their individual experience, financial capabilities, relevant technology, etc.</p> <p>NB: Functionality will not be compulsory for all projects but for complex projects. Functionality criteria will vary from one project to another.</p>	<p>Has the bidder met the minimum threshold on functionality in order to qualify for further evaluation on price and B-BBEE?</p> <p>Has the bidders been scored in line with the evaluation criteria set on the tender document?</p> <p>All portfolio of evidence attached and certified as stated on the bid document?</p>	YES
<b>15.</b>	The Compensation for Occupation Injuries and Diseases Act 130 of 1993 (COIDA)	<p>a) The COIDA provides for compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases, hence bidders are expected to attach COIDA certificates in line with their specialize area aligned to the type/nature of business.</p>	<p>If applicable, is the COIDA certification / letter of good standing attached, valid and reflects the nature of work in line with the scope of works?</p>	YES

## **TERMS OF REFERENCE**

### **1. OVERVIEW OF ASSET PROTECTION vs DEVELOPMENTAL REQUIREMENTS**

- 1.1 The CITY OF MBOMBELA has and is committed in terms of its Integrated Development Plan and Vision 2030) to emphasize and broaden the developmental nature of local government.
- 1.2 Public Safety Department is of the opinion that the protection of Council's assets, staff and infrastructure is central to Council achieving its strategic objectives as per vision 2030. An environment thus needs to be created whereby the CITY OF MBOMBELA should be required to base their asset protection approach on its cost-effective introduction, management and early identification of associated risks. Sound scientific, business and security principles should be applied in this risk evaluation process at all times.
- 1.3 It is clear, that the developmental strategy and direction of the CITY OF MBOMBELA will seriously be jeopardised without:-
- Adequate and serviceable assets
  - Staff feeling safe to perform their functions
  - An infrastructure adequately protected against criminal threats including vandalism to key service delivery infrastructure.
- 1.4 The criminal threat against assets will ultimately impact on sustainable service delivery and could have a far-reaching and potentially crippling effect on the City of Mbombela Local Municipalities':-
- Strategic efforts.
  - Finances.
  - Political will.
- 1.5 One of the most serious negative implications identified against the effective protection of assets in terms of the criminal threat, is the fragmented approach in addressing losses and the lack of a holistic business solution (a proper risk informed asset protection policy and security plan)
- 1.6 The City of Mbombela has already appointed a service provider to assist with a security master plan. The risk and threat assessment has been completed. The security master plan has identified the need for a City of Mbombela Central Control Room and appropriate professional services in order to monitor the various security systems and subsystems of an integrated security system. These security systems and subsystems include, but are not limited to, CCTV, intruder detection, access control, guard monitoring system as well as other appropriate systems and professional services.

It is a condition of this tender that certain remote sites/facilities/premises/locations identified by the City of Mbombela may require the appointed Service Provider to supply and install these security systems and subsystems, hardware and software as per the Schedule of Rates Annexure "A", all integrated and linked to the Central Control Room.

## **2 BACKGROUND**

- 2.1** Although Public Safety Department is ultimately responsible for the provision of a security system / service to the CITY OF MBOMBELA, all respective departments play a central role in the achievement of overall asset protection and reduced losses. This extends to issues such as the provision of locality, asset, staff security, Access Control, CCTV Surveillance and general security in respect of the CITY OF MBOMBELA owned property. It is also important to acknowledge the specific security requirements relating to the movement of goods / assets in and out of municipal buildings and depots, possible illegal entry into such facilities and the integration of electronic security measures. The linking with agencies such as the State security, National Intelligence Authority, eNatis, South African Police Services and other role players such as Customs, etc. should be considered. It is the role of the Public Safety Department to implement an integrated security system with a centralised control room.
- 2.2. The terms of reference encapsulates the requirements for the supply, provision of expert & strategic support including professional services, and the installation of a Central Control room for the City of Mbombela.
- 2.3 Tenderers are requested to provide the CITY OF MBOMBELA with information as to their capabilities in terms of:
- Security central control room supply, installation and maintenance experience
  - Full system integration between all levels of security on a single open platform (Full management platform within depth data mining and reporting capabilities).
  - Their ability to identify and interact with external security agencies / stakeholders / existing service providers in respect of this specific project
  - Skills transfer.
  - The ability to provide monthly maintenance and professional support services to the system installed at the Central Control Room and sites/localities.
  - The ability to draft a Code of Practice for the Central Control Room
  - The ability to draft, implement and manage Standard Operating Procedures for the Central Control Room
- 2.4 Designated specialist staff identified in the proposal must have proven success, capability and appropriate experience in the aforementioned fields of work.

### **2.5. CENTRAL CONTROL ROOM DEFINED**

The aim of the Central Control Room is for objective management, live and event based monitoring of the City of Mbombela various sites (including substations, pump stations etc.), systems and subsystems at various facilities, buildings and locations which include but not limited to:

- CCTV camera systems – street surveillance, buildings and number plate
- Intruder detection systems
- Guard monitoring systems
- Auto Dispatching
- Access control systems
- Intercom/PA systems
- Perimeter electric fence systems

- Fire detection systems
- Etc.

All systems shall integrate with the Central Control Room allowing operators, dispatchers and supervisors to view the systems. An integrated electronic Occurrence Book shall record all events and provide management reports on incidents. This electronic Occurrence Book shall have the capability to conditionally escalate and process incidents.

It is important that the integrated systems implemented assist with crime prevention and the monitoring/management of municipal assets, facilities and public safety but also assist Departments as part of a management tool in the operations of their various locations/sites, assets and facilities.

The technology implemented shall be able to accommodate additional CCTV, access control, intruder detection, fire detection and other appropriate equipment for anticipated future expansion and advances in other relevant sub-systems components

All cameras shall be recorded on the onsite network recorders. Additional storage may be added to the same network recorders to accommodate new cameras. All cameras added to the CCTV system must be **ONVIF compliant** (Open Network Video Interface Forum) in order to be viewed at the Central Control Room.

## **2.6 CENTRAL CONTROL ROOM CONSOLE AND VIEWING STATION SPECIFICATIONS**

2.6.1 The CCTV Central Control Room is an area designated for centralized monitoring of all IP CCTV cameras whether in Municipal buildings, remote sites, Street Surveillance, Early Warning Cameras, public transport, traffic engineering, mobile surveillance etc.

The Control Room shall also be used for event-based monitoring of intruder detection systems and cameras. The majority of CCTV cameras will record on the NVR onsite. In certain cases where there is a fibre or wireless connection to link the cameras to record at the Central Control Room. The majority of sites will only have Optical Fiber, Wireless and/or LTE/APN network availability for communication.

2.6.2 The Integrated System shall use a Client Server architecture based around a modular PC network, utilizing industry standard operating systems, networks and protocols.

The system shall allow the distribution of system functions such as monitoring and control and graphical user interface etc. across the network to allow maximum flexibility and performance.

The architecture shall include support of various Wide Area Networks using standard hardware and software to link nodes into a single integrated system. The network protocol used shall be industry standard TCP/IP. The network is a multicasting network. All switches shall be multicasting enabled.

### 2.6.3 Enterprise Monitoring Platform (Dispatcher)

Client App -Dashboards and Reports -Mobile Dispatch - Tracking

Enterprise Monitoring Platform Client App: Comprehensive Solution for Enhanced Security and Efficiency

Our Enterprise Monitoring Platform must provide a robust and user-friendly solution for managing security operations, tracking alarms, and optimizing dispatch processes. With a range of features and tools, this platform empowers organizations to enhance their security posture and improve operational efficiency.

#### **Key Features:**

1. Dashboards and Reports: Intuitive dashboards provide real-time insights into security operations, while customizable reports enable data-driven decision-making.
2. Mobile Dispatch: Enables dispatchers to respond quickly and effectively to security incidents, with real-time updates and notifications.
3. Tracking: Allows for real-time tracking of security personnel, vehicles, and assets, ensuring optimal resource allocation and response times.
4. Alarm Monitoring: Advanced alarm monitoring capabilities enable rapid response to security breaches, with automated notifications and escalation procedures.
5. Dispatcher Suite: A comprehensive suite of tools for dispatchers, including:
  - CRM (Customer Relationship Management)
  - Reports and analytics
  - Click-to-dial functionality
  - 24/7 support
  - Clocking points for accurate time tracking
  - Digital Dispatch Management for streamlined operations
  - Client Mobile app for on-the-go access
  - Auto Dispatch and In-App Navigation for optimized response times
6. Enterprise Monitoring Platform must be ISO/IEC 27001:2013 compliant:
  - Establish a robust ISMS.
  - Manage information security risks proactively.
  - Maintain a consistent and secure approach to information handling.
  - Demonstrate a commitment to information security best practices

#### **Electronic Occurrence Book**

Our platform includes an Electronic Occurrence Book, which provides a secure and centralized repository for recording and storing security incidents. This feature ensures compliance with regulatory requirements and enables easy access to incident records.

## **Service Level Agreement (SLA)**

The successful bidder must include a 36-month SLA, ensuring ongoing support and maintenance. The SLA includes:

1. Annual Escalation: Regular review and escalation of service levels to ensure ongoing alignment with organizational needs.
2. Priority Support: Priority support and issue resolution to minimize downtime and ensure optimal platform performance.

### **2.6.4 SAHPRA Licensing and Installation Service Provider Requirements**

The South African Health Products Regulatory Authority (SAHPRA) plays a crucial role in ensuring the safe use of medical devices, including X-ray machines. As a service provider, it is essential to comply with SAHPRA regulations to operate legally and effectively.

**SAHPRA License Requirements from successful bidder**

To register X-ray machines with SAHPRA, service providers must hold a valid and up-to-date SAHPRA license. This license demonstrates compliance with regulatory standards and ensures the safe installation and maintenance of X-ray equipment.

**Responsibilities of SAHPRA-licensed Installation Service Providers**

As a licensed service provider, your responsibilities include:

1. Installation of X-ray Machines: Ensure that X-ray machines are installed correctly and safely, adhering to SAHPRA guidelines and international standards.
2. Quarterly Maintenance Tasks: Perform regular maintenance tasks on X-ray machines to guarantee optimal performance and safety. This includes:
  - Inspecting and testing equipment
  - Performing routine repairs and replacements
  - Documenting maintenance activities

**Benefits of SAHPRA Licensing**

Holding a valid SAHPRA license offers several benefits, including:

1. Compliance with Regulations: Demonstrate compliance with SAHPRA regulations, reducing the risk of legal issues and penalties.
2. Enhanced Credibility: A SAHPRA license enhances your credibility as a service provider, building trust with clients and stakeholders.
3. Safe and Effective Installations: Ensure that X-ray machines are installed and maintained safely, protecting patients, operators, and the environment.

Best Practices for SAHPRA-licensed Service Providers  
To maintain your SAHPRA license and provide excellent service:

1. Stay Up to Date with Regulatory Changes: Regularly review SAHPRA guidelines and updates to ensure compliance.
2. Document Maintenance Activities: Accurately record maintenance tasks, inspections, and repairs to demonstrate compliance and ensure accountability.
3. Invest in Ongoing Training: Ensure that your team stays current with the latest technologies and best practices in X-ray machine installation and maintenance.

By adhering to SAHPRA regulations and maintaining a valid license, you can ensure the safe and effective installation and maintenance of X-ray machines, protecting public health and safety.

### **2.6.5 SAQCC (South African Qualifications and Certification Committee) certification**

The SAQCC certification is required to display competency in fire safety and equipment servicing roles, including fire detection, installation, and maintenance of practical aspects of fire equipment, systems, and safety regulations.

### **2.6.6 CCTV monitoring system specification**

The features of the CCTV monitoring system shall include but not be limited to:

- Scalable in terms of adding additional cameras. Minimum 3000 cameras.
- Central Video System that is flexible and scalable integrating with multiple surveillance systems, to provide central management, information sharing, convenient connection and multi-service cooperation. It shall be capable of managing devices, live view, storage and playback, alarm linkage, video wall management.
- Key components
  - Central management server
    - Provide unified authentication service for clients & servers
    - Provide the centralized management for the users, roles, permissions, surveillance devices, alarm device and servers
    - Provide the log management and statistics function
    - Provide the interface for third-party system integration
    - Scalable for medium and large-size projects
    - Service manager for system health monitoring
  - Web Manager
    - Access to the CMS via IP address.
    - Flexible license activation methods: online activation and offline activation
    - Startup wizard guides you through basic operations including:
      - Adding encoding devices
      - Setting the record schedule
      - Configuring the event parameters
    - Managing the system users
    - Standard ONVIF/TM protocol

- Multiple devices can be added: IP cameras, IP domes, video encoders, DVRs, NVRs, Mobile Video Recorder, mobile terminal, alarm inputs /outputs, etc.
- Create the password for the detected online devices
- The password strength of the added device can be checked by the system for security notification
- Third-party devices can be added via the manufacturer's private protocol, including the network camera of Bosch, and Axis.
- CVR (Central Video Recorder) manageable:
  - Add CVR by IP address
  - Remotely configure the CVR via web browser
  - One-touch configuration for setting the CVR storage
- NVR (Network Video Recorder) manageable:
  - Add NVR by IP address
  - Remotely configure the NVR via web browser
  - One-touch configuration for setting the NVR storage
- Support Line Crossing Detection and Intrusion Detection
- Record
  - Two store methods:
    - Central storage: Storage Server (PC software based) and CVR (storage device);
    - Distributed storage: DVR /NVR / IP camera (SD card)
  - Continuous recording and event triggered recording
- Events & Alarm
  - Detect camera events, transaction events, alarm input, device exception, server exception, Mobile Video. These events shall trigger alarms with video stills or clips in the integrated system for response and verification
- Recorder event and custom event:
  - Intrusion, Line Crossing
  - Camera events: Intrusion,
  - Line Crossing, Motion, Video
  - Tampering, Video Loss, etc.
  - Transaction events: No Sale
  - Devices alarm inputs
  - Device exception: Device Offline, HDD Full, HDD Read / Write Error, etc.
- Send emails, SMS and/or system notifications to notify users of the alarm information with email template configurable
- Set multiple event linkage actions: Trigger Pop-up Image of Camera, Audible Warning (voice text is supported), PTZ Linkage, Alarm Output Linkage Recording and Alarm Notification (for camera and transaction event)
- Must be able to monitor 3<sup>rd</sup> Party cameras
- Client – web client/control client/mobile client/video wall client
  - Access to CMS via IP address or domain name
  - Login with domain user
  - The user account will be frozen after 5 failed password attempts
  - Access multiple CMSs at the same time
  - Live View
    - CMS switchable
    - View real-time video from the cameras

- View real-time video uploaded from the connected mobile terminal
- PTZ control; 256 presets/ 16 patrols/1 pattern
- PTZ control lock/unlock
- Public view and private view
- Camera auto-switch / View auto-switch / all cameras auto-switch
- Manual recording
- Capture
- Instant playback
- Custom window division
- Digital zoom
- Two-way audio
- Turn on / off the audio in live view; adjust the volume
- Camera status detection
- Playback
  - Normal playback for continuous recordings
  - Event playback for recordings triggered by events such as motion detection, video loss, video tampering, etc.
  - Smart playback based on motion analysis/ intrusion / line crossing events
  - Play back the tagged video footage
  - Reverse playback
  - Single-frame backward
  - Playback frame-by-frame
  - Slow forward / fast forward
  - Turn on / off the audio in playback; adjust the volume
  - Provide video thumbnail on the timeline
- Alarm Center
  - Display event alarm info including alarm time, alarm name, alarm status, etc.
  - Display system alarm info including time and description
  - View the live video or pictures from the related camera
  - Add the mark to the alarm information
  - Acknowledge the event alarm with text description
  - Arming control for event alarm
  - Clear the alarm manually
- E-map
  - Local map file (\*.png / \*.jpg / \*.bmp / \*.svg)
  - Main maps and sub maps for the areas
  - Set the monitoring area for camera hot spots
- People counting statistic
- Heat map statistic
- License plate recognition (LPR, Add-on)
  - LPR info capture and storage (vehicle surveillance snapshot, plate numbers, etc.)
  - Auto display the recognized license plate info while live view

- Search based on time, cameras, plate No. etc.
- Automatic matching on LPR reads against official SAPS database with alarm triggers to the Alarm/Event Monitoring system with the contextual details.
- Facial Recognition technology

## **2.7 Alarm/Event Monitoring system specification**

The alarm/event monitoring system shall be scalable to add additional sites as and when required. The features of the alarm/event monitoring system shall include but not be limited to:

### **2.7.1 Accommodate various receiver formats**

- Can connected to and receive alarm events from various technologies and protocols.

### **2.7.2 Multiple Monitoring Transmitter Technologies**

- The Alarm/Event monitoring system incorporates and facilitates multiple independent monitoring transmitting technologies linking to different equipment decoding categories and protocols.

### **2.7.3 Event Response Sequences**

- Alarm/Event monitoring system incorporates a unique and conditional Event Response Sequence engine. Operation staff is guided through a step by step sequence for any given event/alarm. Sequences are unlimited and are user definable, in the language of your choice.

### **2.7.4 Independent Fail to Test**

- The Alarm/Event monitoring system facilitates the monitoring of 2 separate reporting devices for each client. The periodic test function caters for independent NO TEST report tracking on each device. The time scales for periodic tests range from 5 minutes to 100 days.

### **2.7.5 Open/Close Time Windows**

- Each account can have multiple Open/Close schedules. An example would be a main office block and a warehouse in the same location, both controlled by the same panel. You can set- up a different Open/Close schedule for each section, each with it's own time Frames or Windows. Further, in each schedule, you can set- up multiple Open/Close windows per day, e.g. Mon 08:00 to 12:30 and Mon 14:00 to 15:30 and so on. Each time window also has individual Early and Late time threshold settings.

### **2.7.6 Zone Descriptions**

- Zone descriptions are maintained independent of the equipment in use on the premises, so if a panel is replaced, there is no need to re- enter the zone descriptions for that account.

### **2.7.7 Keyholder Name Links**

- On the unlimited Keyholder list, you shall specifically identify each Keyholder Name according to the Keyholder ID that is received from the client's alarm equipment. With this feature, all open/close activity will reflect the actual Keyholder's name on the client's reports.

#### 2.7.8 Diary Functions

- The Alarm/Event monitoring system incorporates a unique Diary Alarm function which enables you to set- up Casual and Recurring Diary Alarms for individual clients. You can set- up a diary alarm for a client with special instructions and on the appointed date and time, the system will generate an Alarm which your controllers can then action accordingly.

#### 2.7.9 Runaway Signal Detection

- The Alarm/Event monitoring system incorporates a unique Runaway check facility which will notify you immediately of any alarm system that has gone into a cycle or runaway condition. Radio transmitters are prone to do this and can block your frequency if not detected in good time.

#### 2.7.10 Temporary Notepad

- The Alarm/Event monitoring system incorporates a temporary notepad facility where you can record temporary information relating to the client

#### 2.7.11 Service Calls

- The Alarm/Event monitoring system incorporates a Service Calls menu which facilitates the logging of fault reports and service calls, generation of Job Cards and also Service history recording. Controllers can log fault reports and these can then be followed up and processed by your Service department or Manager.

#### 2.7.12 SMS Module

- The Alarm/Event monitoring system shall accommodate alarm monitoring via GSM as well as automatic and manual SMS generation on user specified alarm conditions. In addition, the alarm/event monitoring system shall have a Cell Phone based Panic Signal facility that can be added if required

#### 2.7.13 Guard Monitoring Module

- The Alarm/Event monitoring system shall cater for the monitoring of Security Guards on site. Reports and tracking of guards is required. Facilities include the set- up of shift Time Windows, i.e. Shift Start and End as well as a Patrol Check points with interval times between points. With an integration to the integrated system which will alert you on NO GUARD on shift, FAILED PATROL as well as NO SHIFT End. Patrol Sequencing shall also be catered for, and the system will verify that Guards patrol in a predetermined sequence. If any patrol occurs outside of the sequence, the system will alert you with a Patrol Sequence Error.

#### 2.7.14 Gateway Module

- The Gateway module functionality includes using the gateway module and the internet, the Alarm/Event monitoring system will relay all events from the local environment to a remote system in another location

#### 2.7.15 Mobile Panic App

- The Alarm/Event monitoring system shall cater for the integration to native or 3rd party mobile panic apps.

#### 2.7.16 Live Vehicle Tracking

- The Alarm/Event monitoring system shall have the ability to live track armed response vehicles, auto dispatch and auto arrive them on active calls with a push function to in vehicle devices.

#### 2.7.17 Reporting and Dashboards

- History Reports - Print or visualise reports using live user configurable dashboards for historical event with graphs, grids and details for individual or groups of clients for any specified period, with or without operator ID stamps.
- Alarm Statistics - Print or visualise reports using live user configurable dashboards for alarm summary reporting with graphs, grids and details detailing the alarm categories with accumulated statistics for each category, Daily, Monthly, Day of the Week, Time of Day and Total.
- Late Alarm Response – Reports and configurable dashboards of alarms received and not actioned within a specified time frame with Controller ID tracking.
- Sites Added/Deleted - Report for specified Month, reflecting sites added or deleted
- Armed Response Vehicle - Analysis Summary of Armed Response vehicles reflecting number of call outs for each month and also minimum, maximum and average call response time with adjustable filters.
- Fail to Open/Close/Test - Reports Summary of sites who have not Opened/Closed or have not received 24 hour Tests.
- Geographical reports and live user configurable dashboards on alarm events, armed response vehicle and sites per reporting criteria.

### 2.8 Access control system specification

The access control system shall be scalable to allow for additional access control doors and equipment to be added to the system. The features of the access control system shall include but not be limited to:

As an Access Control System, the ACS shall provide the following features:

- The ACS shall provide the ability to control up to 256 Access Control Sites.
- The ACS shall provide the ability to control up to 3,000 access points per site, hereafter referred to as locations.
- The ACS shall provide the ability to control up to 300,000 users per site. ACS system users shall hereafter be referred to as tag holders.
- The ACS shall provide the option to implement Daylight Savings Settings per site.
- The ACS shall provide the option to implement Anti-Passback on single access points, or on user defined groupings of access points, hereafter referred to as zones.

- The ACS shall provide the option of limiting the number of users in an Anti-Passback zone.
- The ACS shall provide the option of multiple reader types at each location. These options shall include, but not be limited to:
  - Tag Readers
  - Keypad readers
  - Harsh Environment Metal readers
  - Biometric devices
  - 3<sup>rd</sup> Party card readers
- The ACS shall provide the option of setting individual reader modes at each access control reader. These modes shall include, but not be limited to:
  - TAG only mode
  - TAG + PIN mode
  - TAG + REASON CODE mode
  - Personal Access Code mode
  - Locked Mode
  - Unlocked Mode
  - Emergency Mode
- The ACS shall provide the option of single tag use, or multiple tag use per location.
- The ACS shall provide an interface for the administration of tag holders.
- The ACS tag holder interface shall provide the ability to assign up to 8 tags per tag holder.
- The ACS tag holder interface shall provide the option of linking up to 10 access groups to a single tag.
- The ACS tag holder interface shall provide the option of assigning access groups across multiple sites in the ACS.
- The ACS shall provide the ability to configure up to 10 000 Access Groups per site.
- The ACS shall provide the ability to configure up to three combinations of Time Pattern and Allowable Access Doors (Areas) per Access Group.
- The ACS shall provide the ability to configure up to 512 Access Time Patterns per site.
- The ACS shall provide the ability to configure up to 1024 Areas per site.
- The ACS shall provide the ability to generate multiple Time Triggered Actions per site.
- The ACS shall provide the option for defining Holidays whereby access rights can be denied or granted based on a tag holders individual access groups.
- The ACS system shall provide support for Vehicle control using RF and Infra-red technology, and user configurable Elevator control. Elevator control shall support up to eight elevators to a maximum of eighty floors per elevator

## 2.9 Software

Includes the software package used to configure the site or sites, add, delete and edit tag holders, and monitor hardware

- The ACS software shall be written in an industry standard 4<sup>th</sup> Generation Programming Language. The ACS software shall be Client/Server in design. The ACS database shall be open in nature, allowing for simple integration with 3<sup>rd</sup> party software packages. There shall be two database vendor options available – An industry standard Open Source database, with its relevant DBMS tools, or an industry standard proprietary DBMS.
- The ACS software shall be modular in design, providing the option of installing the respective modules on multiple client workstations across an organizations network. The ACS software shall also be able to run on a single workstation.
- The ACS software shall make use of simple, easy-to-navigate graphical user interfaces that make use of either a drill-down tree structure, or a menu driven option.
- The ACS software shall provide a Configuration module that allows for the complete configuration of the ACS including the set-up of ACS hardware, ACS tag holders and all ACS functionality. The ACS configuration module shall also provide a software operator security module that provides the ACS administrator the option of configuring user profiles and creating user groups. The Operator Security module shall enable the administrator to provide granular access control rights to applications as well as access to tree structures, menus, and popup menus.
- A separate database engine module shall facilitate the upload of system parameters and tag holder data to the ACS hardware, whilst at the same time providing a separate downloader thread for download of all system related transactions from the ACS Hardware. The database engine module shall provide advanced connectivity options for configuration of multiple connection mediums, as well as an automated database backup facility that shall backup the ACS database to a specified network drive. The ACS database Engine shall create an offline transaction file on the local workstation if the Network connection to the database is lost.
- During initial system setup, or any subsequent system setup, the ACS database engine module shall provide the functionality to Auto identify new devices connected to the system. The ACS database engine shall interrogate the devices for their unique serial numbers and device type, and auto-assign logical addresses to each hardware device. The ACS database engine shall also populate the ACS database with the information previously gathered during the Auto Identification process. This information shall be viewable and configurable in the ACS configuration module.
- The ACS software suite shall provide a Graphics module that allows software users to view, in real time, all ACS system related transactions. The Graphics module shall provide a transaction viewer module that shall report on all Access transactions, Alarm transactions and Message Protocols that are triggered by the software user. The Graphics module

shall provide the graphics user to view 2 dimensional images of the entire ACS site, as well as 2-D images of all floor plans for the site. The ACS software suite shall provide a tag holder administration module that shall enable the system administrator to separate tag holders into Employee groups and Visitor groups. The ACS software suite shall provide system administration utilities including, but not limited to the following; A firmware upgrade utility that provides technicians the ability to upgrade and troubleshoot a faulty installation, A database archive utility, An Ethernet device configuration utility and a CSV import utility.

- The ACS software suite shall also provide modules that enable communications with 3<sup>rd</sup> party systems including, but not limited to the following: Industry Standard Biometrics devices, Fire Detection systems, Intrusion alarm systems and Digital Video Recording Systems.
- The ACS software shall also include all relevant configuration manuals in industry standard format.
- The ACS shall provide a web-based reporting structure that negates the need for additional software to be installed on client workstations. Software users shall be able to connect to the Web-Reports via a standard Web Browser such as Microsoft Internet Explorer, or the open source Mozilla.

The various software modules shall run on a workstations or servers with the following minimum and recommended specifications:

Database Server (5000+ Tag holders)

Component	Minimum
Processor	17 Processors
Memory	32GB RAM
Hard Disk	8TB
Display	23" LED

Engine workstation

Component	Minimum
Processor	15 Processors
Memory	16GB RAM
Hard Disk	4TB
Display	23" LED

Configuration module or Enrolment modules

Component	Minimum
Processor	15 Processors
Memory	16GB RAM
Hard Disk	4TB
Display	23" LED

## 2.10 Hardware Guidelines

Hardware components of the ACS include System Controllers, Terminals, Readers, Tags, communications buses, and other components required for operation.

- The ACS hardware architecture shall be Client/Server in nature with local door readers relying on System controllers to make all system related decisions. The ACS shall support a maximum of 64 System controllers per site. The ACS system controllers shall be regularly polled by the Database Engine Module to download ACS transactions to the system database and to upload relevant ACS configuration data to the system controllers.
- The ACS system controllers shall be able to run in a true offline mode when the ACS database engine module connection is not present. The ACS system controllers shall buffer up to one million system transactions per controller in the event of a loss of connection to the ACS database engine. Once the connection is re-established, the ACS system controllers shall automatically dump the system transactions to the ACS database. The System controllers shall each be capable of controlling up to 64 Access control devices, which shall include all, or a combination of the following devices: Door Controllers with their respective readers, 3<sup>rd</sup> Party Interface Door Controllers, Digital Input boards, Relay Extension boards, Time & Attendance Readers, Infra Red, Radio Frequency (RF) and Long-Range Readers. In addition to standard door controllers, the ACS hardware shall include Intelligent Door Controllers that shall allow access to the 2000 most recent tags used at the door in the unlikely event of a communications bus failure.
- The ACS Systems Controllers shall provide multiple connectivity options including, but not limited to RS485 and 10/100 Ethernet.
- All devices that connect to Systems controllers, hereafter referred to as terminals, shall connect to the Systems controllers via an RS485 connection port on the System Controller. The ACS System Controllers shall report any offline terminals without delay.
- The ACS terminals shall provide a combination of the following user-configurable components for use in the day-to-day operations of the ACS: Dry contact relays, Light Emitting Diodes (LED), Multi-function Digital inputs and 3<sup>rd</sup> party interface ports.
- The ACS door readers shall support either industry standard 125Kz proximity tags, or the 13.56 MHz frequency Mifaire tags. Door readers shall connect to the ACS via standard ACS door controllers, or the ACS 3<sup>rd</sup> Party interface boards. 3<sup>rd</sup> Party Door entry devices such as biometrics shall connect to the ACS via the 3<sup>rd</sup> Party interface boards. Door Readers shall support either proprietary system protocols, or industry standard Wiegand protocols. Door readers shall support the following or a combination of the following components that clearly indicate ingress or egress transaction approval or denial: Software configurable Bi-Colour LED and software configurable buzzer.

The ACS software shall be capable of initiating protocol commands directly to the ACS hardware through the ACS database engine via user selectable messaging ports, through the Graphics module or through the ACS configuration module.

The ACS shall consist of a combination of physical components, grouped under one of the following terms:

- System Controllers
- Door Controllers
- Door Readers
- Input Monitoring devices
- Output Relay devices

#### Exposed Hardware

The ACS hardware shall include robust, weather resistant, vandal proof hardware. The hardware be housed in either ABS plastic housings, or metal alloy housings. The ACS readers shall be resistant to the following:

- Harsh weather
- Harsh environment
- Physical abuse by people

In this case, it is essential that exposed hardware be physically resistant to harsh and abusive conditions. It must conform to at least IP53 standards, and have the IP66 option available.

#### System Controllers

The System Controllers shall be intelligent hardware devices with a full onboard database of tags and access data. The System Controllers shall operate in a truly standalone mode when there is no network connection available to the ACS database engine module. The System Controllers shall not have any reduced functionality when the ACS database engine is offline.

Each system controller shall be capable of storing up to 300 000 tags, and shall be capable of buffering up to 1 million transactions should the connection to the ACS polling module be lost.

The ACS shall support the following connectivity options between System Controllers:

- RS485 – with connectivity speeds of 38400 Baud
- Ethernet connectivity – with support for up to 100Mbps connectivity speeds

The ACS polling module shall provide an AUTODETECT function that shall poll the RS485 bus, or the LAN/WAN for any ACS controllers. The ACS controllers shall respond back with their respective factory assigned addresses which shall be automatically inserted into the ACS database. The ACS system controllers logical addresses shall automatically be assigned to the devices without any user intervention.

The ACS System Controller shall support up to 64 physical devices connected to its RS485 terminal communications bus.

#### Door controllers

A Door controller is a hardware device that is used to interface readers, door locks, and similar hardware with a system controller.

The ACS door controllers shall include the following types:

- Proprietary door controllers for connection of proprietary ACS readers.
- 3<sup>rd</sup> Party door controllers for connection of 3<sup>rd</sup> Party door readers and Biometric devices
- Semi-Intelligent door controllers that shall store the most recent 2000 allowed tags in its database to allow entry in the case of a communications failure with the system controller.

Door Controllers shall have the following or a combination of the following components built in to facilitate the opening of doors and the monitoring of doors:

Dry Contact Relays

Digital inputs

Antenna Ports for connection to proprietary ACS readers

Communications port for connection to 3<sup>rd</sup> Party readers.

#### Readers

A reader is a hardware device that detects the unique code embedded in a tag or remote transmitter.

The ACS readers shall be of the following type:

- ABS Plastic
- Metal Alloy
- ABS Plastic with Keypad
- Metal Alloy with Keypad
- RF Receivers
- Infra-red receivers

All readers with the exception of the RF receiver and Infrared receiver shall have the following or a combination of the following components:

- Software configurable buzzer
- Software configurable Bi-colour LED

The ACS shall support the following Reader technologies:

- ACS proprietary 125Khz antenna readers
- ACS proprietary 125Khz Remote reader
- Mifare 13.56Mhz readers
- RF reader

- Wiegand 125khz readers
- Barcode reader
- Mag-stripe reader
- Biometric reader
- Infra-Red reader
- Selected Biometric reader

## **Communications**

Communications between the ACS Server and the ACS system components shall have the following architecture:

- ACS Server to System Controller shall support either RS485, TCP/IP or UDP Multicast protocols.
- ACS Controllers to ACS terminals shall be RS485
- ACS Door Controllers shall support a variety of protocols including, but not limited to:
  - Vendor Proprietary
  - Wiegand

Communications busses shall be configurable via a star or daisy chain topology.

### **2.11 Access Control Features**

The specified system shall provide full advanced access control, with the following additional features:

#### Building Management

- Emergency Mode – when activated, pre-selected doors shall be opened automatically
- Alarm Mode – when a security or fire alarm is activated, a signal shall be received by the ACS and system configured actions shall be triggered.
- Time Triggered Actions – specified actions are activated at specified times
- Event Triggered Actions – specified actions are activated when a specified event is detected

#### Time and Attendance (TA)

The ACS shall provide suitable hardware and software, and integration tools to facilitate a TA subsystem.

#### Anti-Pass back (APB) Control

The ACS shall have a facility to set a Relaxed or Strict APB status per location or grouping of locations.

## **Security**

The ACS system shall provide high levels of physical security by ensuring the following basic principles:

- Robust hardware – The ACS system shall provide, as its means of transaction collection, high quality, robust readers and peripheral devices.
- Tamper proof hardware – The ACS hardware shall incorporate Tamper-switches on System Controllers, and high risk terminals, and the ACS software shall report any alarms generated on ACS hardware.
- Secure software – The ACS software shall provide the option to implement operator security on all ACS software modules.

## Monitoring

The ACS shall provide the ability to assign designated users certain monitoring roles. These users shall have access the ACS software to monitor transactions, alarms, and tag-holders, but shall not be able to make configuration changes. Monitoring modules shall include a Graphical Floorplan monitoring module and a text based Transaction module. The aforementioned modules shall report on all Access transactions, Status transactions and Alarm transactions.

## Expansion Options

The ACS system shall provide simple system expansion options for expansion of existing hardware, software and the addition of additional sites.

## Integration

The ACS shall provide integration options for integration with the following third-party systems:

- Intrusion Alarm systems
- Fire alarms
- Elevators
- Human Resources Databases
- Time and Attendance Systems
- Digital and Network Video Recording Systems
- Electronic Occurrence Book

## Remote Administration

It shall be possible to administer the ACS sites remotely by utilizing the following technologies:

- Dial-in via GPRS modem
- Ethernet

## 2.12 Communications

Communication between the Central Control Room and remote sites/buildings/facilities will be one of the following:

- 500Mb Symmetrical uncapped, unshaped fibre optic cable at Main Control Room
- Remote sites (Offices, Sub Stations, Intersections) connectivity through Fiber or Wireless (Minimum 20Mb Uncapped)

The medium of communication will be site specific depending on current infrastructure

### 3. CRITICAL REQUIREMENTS

The City of Mbombela's current Access Control, CCTV and ANPR systems and surveillance decoders are continuously monitored by an off-site control room, operating in accordance with a well-defined Standard Operating Procedure (SOP). This control room ensures real-time detection, reporting, and tracking, and is capable of immediate response to customer needs based on live observations and alarm triggers.

**To maintain and enhance this level of service, it is essential that any new systems and equipment introduced are fully compatible and capable of seamless integration with the existing infrastructure and platforms. The new sites must provide 24/7 uninterrupted connectivity and data streaming to the new control room, ensuring continuous monitoring and enabling efficient, real-time response and decision-making of all end points which include City of Mbombela assets, offices, substations and traffic intersections.**

**We are committed to maintaining the highest standards of safety and security at the City of Mbombela, and we trust that any changes or additions to our infrastructure will adhere to these critical integration requirements. The current new Control Room will play a critical role in maintaining the operational integrity of our security plan. It is not only responsible for monitoring, but also for immediately reporting any technical issues, including offline systems. These issues may stem from the system itself, the network supporting the system, or the Municipality's broader network infrastructure.**

The Scope of Work includes the following deliverables:

- Supply and install software and hardware for a Central Control Room and remote site/facilities/premises/locations
- Provision of expert and strategic support including professional services
- Procurement of license upgrades for the software required. Installation and commissioning of said software licenses to ensure seamless integration with the existing Central Control Room licenses.
- Ensure all IP equipment installed / replaced must have simple network management protocol.
- Design of maintenance contracts both operational and preventative
- To not only supply and install the required integrated security system but also provide operational and preventative maintenance of the integrated security system equipment and to upgrade the system where required and provide a back-up service in terms of the provisioning of repairs, spare parts, accessories.
- To ensure all systems integrate seamlessly with the Central Control Room
- Provide training, draft operating manuals as and when required
- Design of User Manuals in respect of the security systems and equipment installed / maintained for operators, supervisors and managers
- Ability to generate and send comprehensive system status reports on Windows management instrumentation and simple network management protocol of the security system
- The Systems Integrator shall have an electronic maintenance reporting system in order for the Municipality to report and log system faults online with the Systems Integrator.

- The Systems Integrator shall provide information management, risk monitoring, analysis and forecasting service which shall include the collation and analysis of various social and media electronic information in order to determine potential risks and threats such as crime “hotspots”, no go areas, potential extreme weather and service delivery interruptions and provide real time operational alerts.
- At commissioning / handover of new Central Control room systems and subsystems, there will be an Acceptance Test Procedure and official sign off with a Job Card and an Acceptance Certificate issued.
- A 24/7 technical support capacity to assist with technical support matters.
- It is a condition of this tender that the tenderer may be required to supply and install CCTV, Intruder Detection, Access control hardware and software at a remote site/facility in order for these systems to be monitored at the City of Mbombela Central Control Room. The attached Schedule of rates Annexure “A” specifies the type of hardware and software required.
- The Systems Integrator shall further be required to:
  - Provide Project Management.
  - Prepare reports and / or communication briefs to the Municipality
  - Attend relevant meetings as identified.
  - Indicate an estimate time period for completion of the contract/scope of works
- The role of the Systems Integrator may include the coordination and facilitation of the supporting infrastructure requirements with the Municipality and or specialist external Service Providers.
- The Service Provider shall request for sanctioned authorizations for amendments on additional equipment and Human Resources in order to be cost effective and efficient on delivery.
- The tenderers project team (supervisors and technicians) shall have the relevant qualifications and experience to undertake the work specified which includes CCTV, Access Control, Intruder Detection, Network, Integration Systems, and Occurrence Book together with the supply and installation of the central control room deskings and consoles.

#### **4. SPECIFIC INSTRUCTIONS**

- 4.1 The CITY OF MBOMBELA reserves the right to extend the closing date of tenders.
- 4.2 All proposals and all subsequent information received from tenderers will become the property of the CITY OF MBOMBELA and will not be returned.
- 4.3 If the CITY OF MBOMBELA selects a preferred tenderer, it reserves the right to negotiate the content of the proposal, the scope of services, including the team composition and the financial terms.
- 4.4 The CITY OF MBOMBELA will not accept any responsibility for costs incurred by tenderers in preparing and submitting proposals.
- 4.5 All rates must be VAT inclusive and all related costs such as disbursement costs travelling, accommodation etc. must be included.
- 4.6 The tendered prices will be regarded as fixed and no additional costs will be accepted.

## **5. CONTENT OF PROPOSALS & QUALIFYING CRITERIA**

- 5.1 This Section is intended to provide a summary for the tenderers as to the content of a proposal. Tenderers should note that this is provided for convenience only and not as a guide in respect of the evaluation process. Tenderers are at liberty to provide additional information if such information would enhance the proposal and assist the CITY OF MBOMBELA in the evaluation process. However, concise proposals are required, and voluminous submissions will not confer any advantage.
- Corporate Institutional information
  - History/ownership/empowerment
  - Structure of firm/local/national/international
  - Capacity and capability
  - Past successful projects
  - Current work load
  - Areas of expertise and services
  - Proposed approach and methodology to provision of services
  - Proposed personnel with resumes
  - Location of personnel/local/national/international
  - Internal skills transfer policies and track record of implementation
  - In-house systems and procedures available

## **6. SCOPE**

- 6.1 The tenderer shall comply fully with the Terms of Reference but may propose modifications and / or alternates, which enhance the process from either a technical, financial, operational or programme perspective.
- 6.2 The tenderer shall state explicitly the scope of any proposed modifications and / or alternates, the particular advantages from a design, management or operational viewpoint, the financial impact or on the future development, management and operation, if applicable.
- 6.3 Any particular experience and expertise that a tenderer offers which will enhance the process will be given due consideration in the evaluation of the Proposal. Tenderers are encouraged to be pro-active in bringing their particular experience and expertise to bear on the process.
- 6.4 The tenderer shall set out clearly the proposed methodology and nature of services for achieving the required objectives. A detailed programme shall be submitted with the proposal and this will show:
- key milestones
  - interventions for reviews and approvals
  - inter-relationships between activities
  - time lines.
  - phases
- 6.5 There shall be one named individual who shall be deemed to be responsible for the execution of the work. An organogram shall be provided to show the lines of authority and communication. Areas and levels of responsibility shall also be clearly identified.

- 6.6 The tenderer shall submit a list of current and past clients with names and full contact details. A summary to be provided of the scope of work undertaken for each client. The CITY OF MBOMBELA reserves the right to approach any or all named clients independently.
- 6.7 The tenderer shall treat as confidential all documentation, reports, drawings, etc which are prepared pursuant to this tender. If any outside party should request information, the tenderer shall report the request in writing to CITY OF MBOMBELA.
- 6.8 Designated specialist staff identified in the tender proposal must have proven success, capability and appropriate multi-disciplinary experience and planning / project / risk analysis skills.
- 6.9 Service Providers shall be registered with the Private Security Industry Regulatory Authority
- 6.10 The Service Provider shall have 5 (Five) years' experience as designer and implementer of Integrated Security Systems and Central Control Rooms.
- 6.12 The Service Provider is a registered member of the Private Security Regulatory Authority (PSIRA) in South Africa.
- 6.13 The Service Provider is a registered and/or supply goods through licensed members of the South African Health Products Regulatory Authority (SAHPRA) in South Africa.
- 6.14 The Service Provider is a registered member of the South African Intruder Detection Services Association (SAIDSA) for providing security systems, including certified alarm and CCTV installers, and alarm and CCTV Monitoring services in South Africa.
- 6.15 The Service Provider is a Meganet certified network provider. One of the requirements for the Service Provider to supply a 25-year limit warranty on the network solution for the control room.
- 18.16 The Service Provider have a valid ICASA, CECS (Communication) and CECNS (Networking) license for the Ehlanzeni District or an ICASA IECNS (Individual) License in South Africa.
- 6.17 The Service Provider must implement an ISO/IEC 27001:2013 Alarm and digital Dispatch system with the capability to streamline the process of assigning CITY OF MBOMBELA Traffic and Security vehicles to alarms.
- 6.18 The Service Provider will be requested to provide a Service Level Agreement for the maintenance of all systems installed.

## **7. SUBMISSION OF TENDER RESPONSE**

- 7.1 In responding to the tender and preparing a submission, interested parties must ensure that documentation received by is formatted as follows:
- All documentation to be in English
  - Submissions to be on A4 size paper. A3 acceptable where necessary.
  - All submissions to be electronically available.
  - A memory stick with all tender information must form part of the tender response
  - Tenderers must be able to offer an electronic presentation of their submissions (shortened version), if required.

## **8. INFORMATION CONDITIONS**

The information provided in this document is to assist tenderers in the preparation of their tender proposals. The information is provided in good faith and without prejudice. No liability whatsoever will be accepted by the CITY OF MBOMBELA, as to the accuracy or appropriateness of such information.

## **9. FINANCIAL IMPLICATIONS AND TIME FRAMES**

The below Annexure "A" table list all the costing required for the proposed systems and subsystems. The tenderer is to include a price excl. VAT for all line items.

## TERMS OF REFERENCE

### **1. SCOPE OF WORK**

This is a fixed term contract and valid for 36 months from the commencement date of the contract.

Tenders are called for the provision of electronic security services to the CITY OF MBOMBELA MUNICIPALITY installations and premises, in terms of the specifications for control room monitoring (alarms, CCTV), rapid response and installations to such activations from registered and reputable Security Service Providers, who are capable of rendering all of the functions as required in terms of the specifications underlined and included herein for the City of Mbombela.

Service Providers must be able to demonstrate their ability to cope with the demands of a multi-functional organization and have a minimum of five (5) years' experience on this level.

### **2. BACKGROUND**

The Municipality is responsible “to promote a safe and healthy environment” within its financial and administrative capacity. (Chapter 7 of the Constitution - Section 152). The security master plan includes the concept of “a Safer, Smart Communities” in line with the broader concept of a Safer and Smart City.

The National Development Plan (NDP) 2030, under the chapter “Building Safer Communities” indicate that one of its key points is “an integrated approach to safety and security will require coordinated activity across a variety of departments, the private sector and community bodies, the latter to include revitalised community-safety centres”.

Aligned to the Constitutional imperatives and NDP is the 2016 White Paper on Safety and Security, published in Government Gazette No 41082, dated 1 September 2017, which seeks to realize the vision espoused in the NDP that building safer communities is a collective responsibility of both the state and its citizens (extracted from the White Paper foreword).

The Municipality, in terms of the legal imperatives referred to, have an obligation to provide protection of Municipal assets, infrastructure, property and staff, a function which has been supplemented by external security services, due to the number of localities and level of security services required. Such services cover the provision of security services as specified for the various permanent and temporary localities under the jurisdiction of the Municipality on a continuous or ad hoc basis and may be required in as diverse localities such as high-rise buildings, construction sites, depots, strategic installations or temporary locations, at any and various times of the day or night.

The provision of external contracted security services is central to the Municipality achieving its developmental objectives. An environment thus needs to be created whereby the Municipality could base its asset protection strategy on proven national standards and experiences. Sound

**business, security and legal principles should at all times be applied.**

**Although Public Safety Department is ultimately responsible for the provision of a security system / service to the CITY OF MBOMBELA, all respective departments play a central role in the achievement of overall asset protection and reduced losses. This extends to issues such as the provision of locality, asset, staff security, Access Control, CCTV Surveillance and general security in respect of the CITY OF MBOMBELA owned property. It is also important to acknowledge the specific security requirements relating to the movement of goods / assets in and out of municipal buildings and depots, possible illegal entry into such facilities and the integration of electronic security measures. The linking with agencies such as the State security, National Intelligence Authority, eNatis, South African Police Services and other role players such as Customs, etc. should be considered. It is the role of the Public Safety Department to implement an integrated security system with a centralised control room.**

### **3. GLOSSARY OF TERMS**

**The following abbreviations and descriptive references appear in this specification: -**

<b>Reference</b>	<b>Explanation</b>
Municipality	Municipality established in terms of Section 12(1) of the Local Government Municipal Structures Act 117 of 1998 and includes any committee or employees of the Municipality exercising powers or performing duties or functions delegated to a committee or employee of the Municipality.
Contractor	The tenderers whose tenders have been accepted by the Municipality and shall include the tenderer's legal personal representatives, heirs, successors and assigns.
Municipality's Responsible Official	A Municipal official responsible for the site, depot or equipment to be protected as the case may be under the Tender
Municipality's Representative	The head of the Department for the time being of the Municipality under whose control the site, depot or equipment resorts, or of his/her duly authorised representative and shall include the Municipality's Head of Public Safety
Continuous coverage	A period of 3 months or more during which a security service is provided at a specific location or of a specific nature
Ad hoc coverage	A period of less than 3 months or as stipulated by the Municipality's Security Head during which a security service is provided at a specific site and/or of a specific nature
Standard Operating Procedures (SOP)	A set of instructions covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness. The procedure is applicable unless ordered otherwise.
PSIRA	Private Security Industry Regulatory Authority of which registration is required as a security service provider such as CCTV installer, CCTV management, monitoring (control room) and control room operators
SASSETA	Safety and Security Sector Education and Training Authority

SAIDSA	South African Intruder Detection Services Association. An association of service providers of security systems, ranging from basic alarms to sophisticated electronic intruder detection systems and CCTV, and incorporating signal monitoring as well as the provision of armed reaction services. SAIDSA is regarded as the Watchdog of this segment of the industry and has the interests of both its members and the public at heart. It is the representative employer body for the industry in South Africa.
Control Room	PSIRA / SAIDSA approved Control Room which acts as a nodal point for the viewing / monitoring of alarm / CCTV signals and dispatching of response units, which incorporates software and hardware platforms that allows such signals to be communicated to an operator through an integrated approach
SAHPRA	The South African Health Products Regulatory Authority (SAHPRA) plays a crucial role in ensuring the safe use of medical devices, including X-ray machines. As a service provider, it is essential to comply with SAHPRA regulations to operate legally and effectively.
SAQCC	South African Qualifications and Certification Committee The SAQCC certification is required to display competency in fire safety and equipment servicing roles, including fire detection, installation, and maintenance of practical aspects of fire equipment, systems, and safety regulation

#### **4. DELIVERABLES**

- 4.1. This specification covers the provision of security services in terms of the specifications for **control room monitoring (alarms, CCTV), rapid response and installations** for the various permanent and temporary localities under the jurisdiction of the Municipality on a continuous basis for a period of 36 months.
- 4.2. The sites, depots and equipment for which only a temporarily required (ad hoc) service is required, will be indicated by the Municipality to the contractor from time to time as occasion demands.
- 4.3. The actual number of security officers required will be decided by the Municipality's Representative, after consultation with the contractor and the Municipality's Head: Public Safety.
- 4.4. The allocation of all localities to the successful contractor will be determined by the Head: Public Safety, in accordance with various factors such as the specific risk profile of the identified locality. Localities that will require monitoring and rapid response will be from the four main regions namely:
- Northern region: Hazyview with site radius of approx. 25km
  - Eastern Region: White River and Kabokweni with site radius of approx. 25km
  - Central Region: Nelspruit, Kanyamazane and Elandshoek with site radius of approx. 40km
  - Southern Region: Barberton and Matsulu with site radius of approx. 25km
- 4.5. It is possible that some security officers may be absent from duty for whatever reason, therefore offers will be considered only from tenderers who can demonstrate to the satisfaction of the Municipality, their ability to maintain services under such conditions.
- 4.6. Tenderers must indicate what measures they have to ensure that their officers are well trained, motivated, have a good back-up system and maintenance of strict supervision of their officers.
- 4.7. It is a condition of this tender that the tenderer may be required to supply and install CCTV and Intruder Detection hardware and software at a remote site in order for these systems to be monitored at the City of Mbombela Central Control Room. The attached Schedule of rates specifies the type of hardware and software required. All cameras supplied shall be ONVIF compliant in order to be monitored in the City of Mbombela Central Control Room.
- 4.8. The CCTV and Intruder Detection hardware and software supplied and installed at a remote site will be a monthly payment to own system over a 12, 24 or 36 month period.
- 4.9. **This monthly amount/rate shall include supply, installation and maintenance of the Systems and devices installed on a specific site. It is a condition of this tender that the service provider appointed will be responsible to maintain the equipment that has been installed on a specific site in order to ensure that all equipment is functional and able to trigger alarms to the Central Control Room for the rapid response units to be deployed.**

## 5. CONTRACTOR'S OBLIGATIONS

### 5.1. Skills and characteristics

- 5.1.1. The Contractor must ensure that all personnel employed have been trained in terms of the relevant national standards, be in possession of a valid RSA ID document and display the following skills and characteristics to the satisfaction of the Municipality's Head: Public Safety or his / her nominee or his / her authorized official so appointed: -**
- 5.1.2. Smart, uniformed cleanly shaven appearance (where applicable), with discipline and self-control.
- 5.1.3. Good inter-personal relations and communication skills with Municipal Security Officers, staff at all levels and the general public, be it verbally or in writing.
- 5.1.4. The ability to perform strict assigned duties and effective security services within the confines of deployment.
- 5.1.5. The recognition of criminal incidents such as theft and safety hazards.
- 5.1.6. The recognition fire hazards and competent in basic firefighting skills as the first responder to such incidents.
- 5.1.7. Be well conversant with the Criminal Procedure Act, specifically as it relates to arrest, seizure and the use of force.
- 5.1.8. The ability to make sound independent decisions and apply corrective action in an event of any noteworthy incident on site.
- 5.1.9. Basic level of literacy, i.e. able to read and legible handwriting.
- 5.1.10. The ability to learn and adapt to the ever changing security environment.
- 5.1.11. Be of sober habits and not addicted to the uncontrolled use of alcohol and drugs that have a narcotic effect.
- 5.1.12. Be able to follow and apply locality security duties and procedures (SOP).
- 5.1.13. Proficiency in the handling of firearms (where applicable).
- 5.1.14. Proficient in the use of all allocated security equipment such as a telephone, two-way radio and pepper spray.
- 5.1.15. Perform physical or documentary checks (where applicable).
- 5.1.16. Operate a patrol / response monitoring system (where applicable).
- 5.1.17. Operate a guard monitoring system (where applicable).
- 5.1.18. Be in an acceptable physical condition in order to adequately perform the duties of a Security Officer as required by the relevant SOP.
- 5.1.19. All training must be in accordance with the latest SASSETA / PSIRA standards and training certificates must have originated from training institutions accredited by SASSETA / PSIRA, which must be available for scrutiny, at any time, by the Municipality's Security

Head or his representative.

## 5.2. Supervision

5.2.1. The Contractor must arrange for its Security Officers to be strictly and closely supervised, whilst performing their duties by a supervisor who is qualified, competent and registered as a Grade "B" PSIRA Security Officer.

5.2.2. Visits to be strictly conducted as follows: –

- 5.2.2.1. Once between the hours of 18:01 to 00:00.
- 5.2.2.2. Once between the hours of 00:01 to 06:00.
- 5.2.2.3. Once between the hours of 06:01 to 12:00.
- 5.2.2.4. Once between the hours of 12:01 to 18:00.

5.2.3. The following are applicable to visiting Supervisors: -

5.2.3.1. Confirm the visit by endorsing and signing the Occurrence Book at the location and record his / her full name, Identity Number, PSIRA grade and number.

5.2.3.2. The visit must fully comply with the laid down requirements of such visit i.e. equipment checked, location condition and any other supervisory observations.

5.2.3.3. Only work related comments may be recorded in the Occurrence Book.

5.2.3.4. Municipal Security Officers reserve the right to check and verify security arrangements made by the Contractor at any Municipal locality.

5.2.3.5. As soon as a Security Officer reports any incident or irregularity at a Municipal location the Contractor's Duty Supervisor must respond immediately to the location in question and resume a preliminary investigation and implement the necessary action.

5.2.3.6. The Municipal Central Control Room must be informed immediately.

## 5.3. Legal implications and compliance

5.3.1 The Contractor shall provide written proof of Registration of its Security Officers (Including Supervisors) with PSIRA and shall at all time submit an updated list of its officers with proof when requested.

5.3.1. The Contractor will provide written proof of registration of his/her Company with PSIRA and SAIDSA, upon submitting his / her Tender response.

5.3.2. The Contractor will be responsible for compliance with the provisions of all legislation governing the employment of Supervisors and Security Officers on Municipal sites / locations, including leave pay, sick leave, levies, workmen's compensation, unemployment insurance, etc and in every other respect will fully comply with the provisions of the Basic Conditions of Employment Act, 1983 and the Wages Act 1957, Wage Determination for the Area concerned, as amended. The Contractor will particularly enforce the limitations placed upon hours of work including lunch breaks, as required by current legislation. In case of lunch breaks, the Contractor shall supply replacement security officers of an equal grade or higher.

5.3.3. The Contractor shall be liable for and indemnify the Municipality against claims, suits, demands, or costs whatsoever arising from any injury or death to any person or damage or loss to any property sustained as a result of any action by the contractor's personnel whilst employed by the Municipality for the duration of the Contract. Where the Municipality has suffered any loss or damage in respect of its plant, sundry material or equipment left in the care of the Contractor's Security Officers, such loss or damage being caused by wilful or negligent act or omission on the part of the Contractor or the Contractor's employees, the Municipality shall have the right to claim compensation from the Contractor.

5.3.4. Prior to the commencement, within a thirty (30) day period, of the tender the successful tender/s will be required to submit copies of its full insurance policy document, with proof of payment thereof. The policy must include, inter- alia, cover for liability arising out of the use of a firearm as well as wrongful arrest and detention and should have a minimum of R 5 million Rand cover per incident / claim. Failure to comply will result in immediate contract termination.

5.4. The amounts reflected in the pricing schedule shall escalate annually at the higher of the rate of the Consumer Price Index (CPIX) based on the annual percentage change in the CPIX (excluding interest rates on mortgage bonds as published) at the anniversary of the effective date and at each subsequent anniversary thereof or in accordance with the statutory wage increase for the respective grades, as stipulated and determined in the Sectoral Determination Act, commencing September of each year, and as may from time to time be stipulated by PSIRA or any other minimum wages determination for the employees of the Service Provider, as prescribed by statute.

## **6. SERVICE LEVELS AGREEMENT**

- 6.1. The security service is required to be continuous throughout the duty periods and the Contractor must therefore ensure that replacements are timeously provided for any of its personnel being absent for whatever reason.
- 6.2. The Contractor shall replace Security Officers, as and when required by either the Contract Company or on request of the Municipality, reasons of which will be disclosed at the time.
- 6.3. The Security Officer taking the first shift must report for duty at the stipulated time of commencement of duty and must remain at his / her post until duly relieved or until the end of his / her shift when no reliever is required. Should an Officer abandon his / her post without a proper relief (where applicable) the said Officer may be requested not to be deployed at any Municipal locality in the future. Furthermore, a penalty will be levied equal to the quoted security cost per shift. The Officer must immediately be replaced with another Officer of equal grade by the contractor.
- 6.4. Sleeping on duty is not permitted and acceptable all Security Officers shall remain totally alert throughout their shifts.
- 6.5. An Occurrence Book/Note Book, where applicable, will be provided by the Municipality wherein every Security Officer is to sign on duty when reporting for duty, inserting his name, identity number, PSIRA number, grade and time of reporting for duty. At the completion of a shift, the same Officer shall "sign off duty" in the book by inserting his name, signature and the time at which he / she reports off duty or was relieved (if applicable) by another Security Officer or Municipal official.
- 6.6. Defacing / removal of pages in any Occurrence Book or Note Book or any other register utilised in the execution of duties is not permitted and will result in a stipulated penalty being levied against the Company. The Occurrence or Note Book or any other security related documentation will at all times remain the sole property of the Municipality and may not be removed from such Municipal premises, unless authorised by the Municipality's Head: Public Safety or his / her representative or nominee.

- 6.7. No Security Officer shall allow any person whomever, access / entry to any locality / site, depot or to equipment for which he / she is responsible for and shall not allow any person to remove anything of whatsoever nature from the aforementioned site, depot or from equipment, unless the person requesting access / entry to the site, depot or equipment, as the case may be, produces to the officer on duty a Municipal Identity Card / Permit, All such admissions shall be recorded as a detailed entry completed in the Occurrence Book and Note Book.

The Contractor will be responsible to ensure that Security Officers are well acquainted with the requirements of the security specifics. It will thus be necessary for Supervisors / Managers to have a high competency level to understanding and interpret SOP's and be familiar with locality layouts and operations. SOP's / officer duties will be drawn up in respect of each security functional area of responsibility. Such orders shall be readily available and contractors will be responsible for instructing their personnel accordingly.

- 6.8. The Contractor shall give advance notice to the Municipality's responsible official of possible forthcoming changes of personnel. In addition, the Contractor shall advise the Municipality's representative at least 30 minutes before commencement of a tour of duty of any adverse conditions regarding their personnel and equipment.
- 6.9. The following Code of Ethics is applicable to the Contractor and his / her staff and should be read in conjunction with the PSIRA Code of Conduct. Code of Ethics for Security Officers - "In my capacity as a Security Officer contracted to prevent report and deter crime, I pledge:-
- 6.9.1. To protect life and property, prevent and reduce crime committed against CoM property, assets and staff, to which I am assigned.
  - 6.9.2. Abide by all PSIRA legislation.
  - 6.9.3. To carry out my duties with honesty and integrity and to maintain the highest moral principles.
  - 6.9.4. To faithfully, diligently and dependably discharge my duties, and to uphold the by-laws, policies and procedures of the Municipality and that which protect the rights of others.
  - 6.9.5. To discharge my duties truthfully, accurately and prudently without interference of personal feelings, prejudices animosities or friendships to influence my judgments.
  - 6.9.6. To report any violations of law or rule or regulation immediately to my supervisors.
  - 6.9.7. To respect and protect information considered confidential and privileged by my employer or the Municipality.
  - 6.9.8. To cooperate with all recognized and responsible law enforcement agencies within their jurisdiction.
  - 6.9.9. To accept no compensation, commission, gratuity, or other advantage without the knowledge and consent of my employer.
  - 6.9.10. To conduct myself professionally at all times, and to perform my duties in a manner that reflects credit upon myself, my employer, the security profession and the Municipality".
  - 6.9.11. The following basic duty, in comparison to specific grading, serves as a compliance and deployment guideline;

#### 6.10. Grade C

- Guard, protect or patrol premises, goods, buildings, structures, vehicles, equipment or fixed property.
- Carry out patrol procedures utilising a patrol monitoring device.
- Comply with basic safety and firefighting requirements.
- Able to handle dogs.
- Complete Occurrence, Note Book entries and written reports.
- Exercise basic access control duties which include controlling, checking / searching vehicles and persons.
- Complete documentary requirements relating to such activities.
- Maintain a high standard of public relations.
- Assist with the implementation of Emergency Evacuation Procedures.
- Supervise other Grades.
- Competent to handle firearms

#### 6.11. Grade B

- Perform any or all of the duties of a Security Officer Grade "C".
- Conduct inspections and evaluations.
- Comply with safety and fire fighting requirements.
- Overall site/s or building/s supervision and control.
- Complete Occurrence, Note Book entries, written reports and compile basic instructions.
- Exercise basic access control duties which include controlling, checking / searching vehicles and persons.
- Complete documentary requirements relating to such activities.
- Maintain a high standard of public relations and interaction with Municipal officials.
- Assist with the implementation of Emergency Evacuation procedures and the effective utilisation of personnel during such situations.
- Collect access fees, etc.
- Competent to handle firearms.
- Supervision, training and controlling of lower Grade Officers.

#### 6.12. Grade A

- Perform any or all of the duties of a Security Officer Grade "B".
- Conduct inspections and evaluations.
- Comply with safety and fire fighting requirements.
- Overall site/s or building/s management.
- Complete Occurrence, Note Book entries, investigations, written reports and compilation of instructions.
- Exercise basic access control duties which include controlling, checking / searching vehicles and persons.
- Complete documentary requirements relating to such activities.
- Maintain a high standard of public relations and interaction with senior Municipal officials.
- Assist with the implementation of Emergency Evacuation procedures and the effective utilisation of personnel during such situations.
- Collect access fees, etc.
- Competent to handle firearms.
- Supervision, training and controlling of Security Officers "C" to "B".

- 6.13. Security personnel & equipment
- a. Every Security Officer must be dressed in the Contractor's uniform, which shall consist of at least the following attire: -
  - b. Shirt, trousers, belt, cap (head gear).
  - c. Socks, shoes / boots.
  - d. Adequate clothing for protection against adverse weather elements.
  - e. All security officers must be clearly identifiable by means of the contractor's insignia, which shall include shoulder flashes, rank and name tags.
  - f. Under no circumstances may part/s of private clothing be worn over uniforms. If worn under the uniform it may not be visible. The contractor is furthermore responsible for any other safety / security equipment necessary for the proper execution of its security officer's tasks. This includes adequate temporary shelter and ablution facilities where ad hoc services are rendered in an environment where these do not exist.
  - g. Municipal approved alternative to combat type uniforms are to be worn in certain circumstances. The Municipality's Head of Security will identify such prior to the commencement of the contract.
  - h. Failure to comply with all or part of the uniform requirements will result in a standard penalty being levied.
  - i. The Contractor is responsible for any other safety / security equipment necessary for the proper execution of its Security Officer's tasks.
  - j. A Security Officer must be in possession of the following: -
  - k. A torch in proper working order – minimum 2 cell (for night duties).
  - l. A baton or similar article approved by the Municipality's Head: Public Safety.
  - m. An identity document issued by PSIRA. Should such ID not be available for whatever reason then a company ID signed by the contractor, indicating the grade according to the individual's training certificate, initials and surname, staff / company number will suffice.
  - n. A ballpoint pen – both red and black (no pencil allowed).
  - o. Handcuffs.
  - p. Non-lethal restraining devices (pepper spray) provided where indicated.

## 7. FIREARMS

- 7.1. **All firearms issued by the contractor to its security officers, on Municipal premises, shall comply with the following requirements: -**
- 7.1.1. Firearms shall not be modified in any way that may negatively affect the safe working of the firearm.
  - 7.1.2. The Contractor shall provide the number of firearms, as set out in the schedule of sites. A schedule of all contractor registered firearms must be included in the tender response.
  - 7.1.3. Only firearms registered in the name of the Contractor shall be permitted on the Municipality's sites. Under no circumstances will firearms belonging to other persons for the provision of security

services in terms of these specifications be accepted by the Municipality.

- 7.1.4. The Contractor furthermore certifies that it is the owner of all firearms issued to its Security Officers.
- 7.1.5. The Contractor shall at all times ensure that firearms issued to its Security Officers in terms of these specifications are in a clean and working condition and are properly maintained at all times.
- 7.1.6. All provisions of the Firearms Control Act 60 of 2000, and Firearms Control Regulations, as amended, specifically regulation 21, must be strictly adhered to at all times.

The Contractor must conform with all requirements of the PSIRA Act applicable to firearms training. All officers authorized to utilize a firearm in the execution of their duties must be in possession of a valid:-

- 7.1.6.1. Proficiency Certificate from a registered training service provider in the "Use of a Handgun"
- 7.1.6.2. Proficiency Certificate from a registered training service provider in the "Use of a Shotgun"
- 7.1.6.3. SASSETA Learners Achievement Certificate in either handgun or shotgun.
- 7.1.6.4. SAPS Competency Certificate.

**Certified copies of these certificates must be submitted to the Municipality's Head of Security prior to deployment.**

- 7.1.7. In terms of the Firearms Control Act a Security Officer may not be issued with a firearm without being in possession of a valid firearm authority permit, issued by the contractor in terms of Regulation 21(2) (f). A penalty equal to the quoted cost per firearm will be levied should Security Officers be found without a firearm authority permit. The contractor will at the same time be requested to remove the firearm immediately or issue the required permit. A copy of the tenderer's firearm authority must be included with the tender reply.
- 7.1.8. Only Pistols and pump-action shotguns are deemed suitable for the purpose of this tender and approved by the Municipality's Head of Security.
- 7.1.9. Shotguns shall be fitted with proper slings / attachments. Proper holsters, compliant with the Firearms Control Act, issued by the contractor, shall be utilised for side arms.
- 7.1.10. The Contractor's firearms may not be stored for safekeeping purposes on Municipal premises.
- 7.1.11. Security Officers may not bring onto or have private firearms in their possession on Municipal premises, except when the public frequenting Municipal premises hand their private firearms in for safekeeping at such designated facilities. The following privately-owned firearm devices may not be in possession of Security Officers deployed in terms of this contract;
  - Replica firearms
  - Shock guns
  - Pepper spray guns
  - Pellet guns
  - Any part of a firearm
  - Any other device, which may be regarded as a firearm, not approved by the Municipality.
- 7.1.12. The Municipality reserves the right to inspect the Contractor's premises and examine firearms issued to personnel who perform duties in terms of this contract.
- 7.1.13. Continuation training in the form of practical shooting exercises must take place as per Regulation

21(2) (S) (viii) and the results made available to the Municipality's Head of Security as and when required.

7.1.14. The Municipality reserves the right to confirm any of the details or to verify the authenticity of information / certificates, required in terms of this section with the SAPS, SASSETA or any other relevant body.

All firearm related incidents must be reported to the SAPS and the Municipality (written statement).

## **8. CONTROL ROOM**

8.1. The Contractor must have a SAIDSA approved / functioning control room conforming to the following minimum requirements: -

8.1.1 It must be a separate room, office or building, specifically adapted and designed to serve as a dedicated control room for that function only.

8.1.1. It must be manned on a 24-hour basis by a trained bilingual operator.

8.1.2. It must be equipped with:

8.1.2.1. A two-way radio base station, in order to facilitate communication with the various localities and mobile supervisory units.

8.1.2.2. A working telephone system, to facilitate communication with the Municipality's representative and Control Room 24 hours per day.

8.1.2.3. An electronic Occurrence Book, for the purpose of recording entries, including irregularities, as and when reported by the Municipality's representative to the Contractor.

8.1.2.4. The City of Mbombela will have its own Central Control Room. The Contractor should have installed Municipal control room within 18 months from the date of contract.

## **9. INTEGRATED SECURITY SYSTEMS (ALARMS & CCTV), MONITORING AND RAPID RESPONSE**

9.1. All standards in respect of alarm monitoring and response to alarm activations are in terms of the different legislations of the South African Intruder Detection Services Association (SAIDSA). Tenderers must submit proof of membership of SAIDSA and PSIRA with their tender response.

9.2. Furthermore, monitoring and response are regarded as a unit for the purposes of this tender specification and should not be considered as separate competencies.

9.3. Notwithstanding the requirements and standards referred to in the SAIDSA requirements, it is expected from the Contractor to submit daily, weekly and monthly reports in respect of monitoring and response activities.

9.4. Monitoring will take place on the premises of the Municipalities Central Control Room.

9.5. Response services must be done within 7 min from the time of detection. The Service Provider shall provide an electronic audit trail to verify the response times.

## 9.6. CCTV

### **The following are broad based objectives relevant to the CCTV system:-**

- Protect and safeguard areas and premises used by the public;
- Deter and detect crime;
- Assist in the identification of offenders leading to their arrest and successful prosecution;
- Assist with the reduction of anti-social behaviour;
- Assist in reducing the fear of crime;
- Encourage better use of facilities and attractions;
- Maintain and enhance the commercial viability and encourage continued investment;
- Encourage the public to act responsibly in the wider community to assist in the fight against crime and anti-social behaviour;
- Cooperate with stakeholders and the service providers to develop and share best practice;
- Monitor and assist with traffic management issues;
- Provide and operate the system in a manner that is consistent with respect for individual's privacy;
- Assist with By-law enforcement;
- Assist with disaster early warning.
- Complete Occurrence Book to record incident details
- Monitor the guard patrol monitoring system
- Monitor municipal facilities, assets and locations
- Testify in the Court of Law, disciplinary process or any inquiries sanctioned by the Municipality.

#### 9.6.1. CCTV control room operator suitability standards

**Operators / Dispatchers are responsible for the day-to-day operation of the CCTV System in accordance with the policy and procedural practices (CCTV Code of Practice). The integrity of a CCTV scheme depends very much upon the activities of operators, who should be trustworthy, observe the civil rights of the public and individuals, and also respect their privacy. The following basic CCTV operator standards are minimum requirements for operators, applicable as initial selection criteria and thereafter part of continued standards evaluation and monitoring. All CCTV Control Room staff must be exposed to these requirements and conditions, based on the following criteria.**

##### 9.6.1.1. Health and Physical Suitability (Base line Medical)

**The following criteria should be evaluated as part of the candidates' suitability for the CCTV Control Room operation:**

- 9.6.1.1.1. Colour blindness.
- 9.6.1.1.2. Quality of vision.
- 9.6.1.1.3. General physical condition.
- 9.6.1.1.4. Tuberculosis (dangerous for a confined control room context).

##### 9.6.1.2. General criteria

**The following criteria are relevant for compliance purposes:**

- 9.6.1.2.1. No criminal record.
- 9.6.1.2.2. Not rejected by any other security site / service provider.
- 9.6.1.2.3. Ideally the person should have previous computer experience.
- 9.6.1.2.4. Should be able to work shifts.
- 9.6.1.2.5. Have knowledge of crime types and basic reporting procedures.
- 9.6.1.2.6. Ideally but not necessarily have exposure to dealing with live incidents.
- 9.6.1.2.7. Adequate credit history.

- 9.6.1.2.8. Advantage but not essential to have some background training in security or policing.
- 9.6.1.2.9. Previous experience of CCTV an advantage.

#### 9.6.1.3. Personality

**The candidate must suit the following:**

- 9.6.1.3.1. Managing the monitoring function – likes working with systems, questioning, doesn't take things for granted, self-disciplined.
- 9.6.1.3.2. Managing the critical incident condition – remains emotionally calm under pressure, self-confident, logical in approach, gathers relevant information for decisions.
- 9.6.1.3.3. Communication with people on the ground – able to communicate, confident, is willing to interact with other people, likely to have a good manner, cooperative in mannerism.

#### 9.6.1.4. Cognitive Assessments

**Operators need to be capable of analyzing situations and reasoning. Psychometric assessment is required in order to analyze critical minimum requirements.**

#### 9.6.1.5. Observation and Vigilance

**Surveillance and Monitoring Assessment Exercise (SAMAE) provides a method of assessing personnel for qualities of observation and vigilance that cannot be provided in any other way. Specifically, SAMAE is relevant because the two exercises evaluate a number of key areas which will form part of the evaluation process.**

#### 9.6.1.6. Polygraph Testing

**No criminal record. It is required that operators pass regular (6 monthly) polygraph testing. Honesty is one of the aspects which form the basis of integrity standards (not rejected by any other security site / service provider).**

#### 9.6.1.7. Credit Checks

**Regular (6 monthly) credit checks on operators are required in order to ensure they are not in questionable economic circumstances.**

#### 9.6.2. CCTV operator competency (Training)

**It is imperative that the correct balance be created between staff selection and training in order to ensure that the Control Room output is maximized. It is of no or very little value to have a world standard Control Room and staff who are not equally professional. Based on the international best practice standard and research CCTV operators must have undergone the following training curriculum, in order of priority: -**

##### 9.6.2.1. Basic Computer Literacy

**This is the foundation course which prepares operators for the more in depth courses to follow. All hardware in a CCTV Control Room is computer associated, thus requiring operators to be basic computer literate (Windows platform).**

##### 9.6.2.2. Surveillance and Monitoring Assessment Exercise (SAMAE)

**SAMAE is a computerized package, which evaluates the capacity of CCTV and other high vigilance personnel to perform effectively and consistently. SAMAE allows you to select and place the right operators to ensure that your surveillance technology and systems are used optimally and fulfil their purpose.**

##### 9.6.2.3. Induction Course This course covers:

- 9.6.2.3.1. General outline of an integrated security system, central & satellite control rooms and the role of CCTV within the Municipality.
  - 9.6.2.3.2. Crime hotspots.
  - 9.6.2.3.3. Types of cameras.
  - 9.6.2.3.4. Basic functions of CCTV operators.
  - 9.6.2.3.5. Equipment in control room.
  - 9.6.2.3.6. Duties of control room operators.
  - 9.6.2.3.7. Logs.
  - 9.6.2.3.8. Communications.
  - 9.6.2.3.9. Types of crime.
  - 9.6.2.3.10. Introduction to the Code of Practice, User's Manual and Policies and Procedures for a CCTV Control Room.
  - 9.6.2.3.11. Site visit to the locations of the cameras and geographical areas.
- 9.6.2.4. CCTV Surveillance Skills and Body Language Course  
**The CCTV Surveillance skills course develops essential skills for supervisory and operator personnel doing operational and focused surveillance. The course incorporates elements of security risk factors, observation skills, psychology and body language and profiling activities.**
- 9.6.2.5. Advanced Surveillance Body Language and Incident Behaviour Course. Learning outcomes include:
- 9.6.2.5.1. Body language elements and decoding.
  - 9.6.2.5.2. Body components and their characteristics;
  - 9.6.2.5.3. Facial and micro facial expressions, hands, body posture.
  - 9.6.2.5.4. Relationships and contact dynamics.
  - 9.6.2.5.5. Recognizing detection avoidance and apprehension behaviour.
  - 9.6.2.5.6. Communication of intent.
  - 9.6.2.5.7. Identifying targets.
- 9.6.2.6. CCTV User Manual Training  
**Training on the content and use of the CCTV User Manual:**
- 9.6.2.6.1. Live video.
  - 9.6.2.6.2. Recorded video.
  - 9.6.2.6.3. Users.
  - 9.6.2.6.4. Mapping.
  - 9.6.2.6.5. Evidence collection.
  - 9.6.2.6.6. Motion detection.
  - 9.6.2.6.7. PTZ controls.
  - 9.6.2.6.8. Fault reporting.
  - 9.6.2.6.9. Logs.
  - 9.6.2.6.10. Management reports.

## 10. REPORTING OF IRREGULARITIES / INCIDENTS

- 10.1. An Occurrence / Note Book, where applicable, will be provided by the Company on contract to the Municipality. A detailed description of all security related events or findings shall be entered therein by the security officer as soon as possible after the event or finding.
- 10.2. This Occurrence / Note Book will be made available to the Municipality's responsible official for control / inspection purposes and may record relevant entries in the Occurrence Book or Note Book as and when required.
- 10.3. All visits to their personnel by supervisors of the Contractor, including the time at which the visit is made and any relevant information shall be recorded at the time in the Occurrence Book.

- 10.4. The Contractor, in addition to reports required in terms of above clauses hereof, shall draw to the attention of the Municipality's Head of Security as soon as practicable possible, any incident, condition or circumstance of importance which requires attention. Such reports should include the Contractor's recommendation.
- 10.5. The recording and overall management of irregularities take place within a framework which has been introduced and is necessary from a control and audit perspective.

## 11. PENALTY CLAUSES

- 11.1. The Municipality's Head of Security, or his representative/s, is responsible for routine inspections to the Contractor's areas of deployment in order to ensure an acceptable level of service is rendered in terms of both these specifications and or Standing Operational Procedures.
- 11.2. Irregularities detected through such routine inspections will result in a penalty being levied against the Contractor and such penalty could range from a monetary value to the reduction in work allocated and / or the termination of the service. The penalty furthermore serves as a quality control indicator.
- 11.3. The option of applying a penalty is but one aspect in a series of intervention options which may be implemented, depending on the severity and or continuation of the same irregularity. A penalty application should be regarded as an indicator which requires immediate corrective action to be implemented by the contractor, failure of which may activate further intervention options. The escalation of action, although designed in a priority format, may be implemented without following the set priority. This action will depend on various factors such as the severity of the irregularity or any action / activity which results in poor service delivery or which is in contravention of the specifications. The interventions may include one or a combination of a penalty, educational, written clarification, reduction in work allocated, removal from specific Department or termination of service.
- 11.4. The submission of invoices for work completed is closely linked to the penalty clause, which requires from the contractor to deduct the said penalties incurred from such invoice/s before submission to the Municipality.
- 11.5. The following penalty clauses will apply: -

### **In case warm body has to be deployed on site**

NO	ITEM	PENALTY
1	No baton	R200
2	No torch (also not in working order)	R200
3	No ID card	R500
4	No uniform (the uniform must be complete)	R1000
5	No firearm / valid Firearm Authority Permit	R2000 per shift
6	No pepper spray	R500
7	No handcuffs	R500
8	No two-way radio (radio must be 100% functional)	R2000
9	No visit by supervisor per 6 hour period.	R2000
10	Late for duty within 3 hours	R200
11	Late for duty	R 500 per hour
12	Reporting off duty prematurely	R500
13	Sleeping / not totally alert	R500
14	Under the influence of alcohol	R500
15	Leave designated area without authority	R500
16	Fail to book out / back from patrol	R500
17	Fail to book on or off duty + signature	R500
18	Compiles / making false occurrence book entry	R1000
19	Alter occurrence book or page entries	R1000
20	Defaces / remove occurrence book or page	R2000

21	Fails to record ID number and grade when booking on duty	R500
22	Fails to comply with standing order requirements not covered by the afore-mentioned clauses	R100
23	Failing to hand/take over	R1000
24	Playing games and listening to music on cell phones while doing security duties	R100
25	Provision of an incorrectly graded officer	R3000
26	Tampering or hindering operations or installations on another service providers sites	R1000

**12. LOCATIONS**

**A schedule of municipal locations required to be monitored / responded to by contract security services will only be made available to the successful tenderer. Notwithstanding, localities may be in any area within the boundaries of the Municipality.**

**13. SCHEDULE OF INFORMATION REQUIRED**

**Tenderers are requested to provide information regarding their services as follows (absence of or incorrect information may prejudice the tender application):-.**

13.1. State the approximate number of security officers each inspector has to supervise per shift.

<b>Grade</b>	<b>C</b>	<b>D</b>
<b>Number</b>		

13.2. Provide details of your total PSIRA registered security officer complement:

<b>Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>Number</b>			

13.3. Where do you train your security officers?

<b>Institution</b>
1)
2)
3)
4)

13.4. State Vetting procedure for prospective security officers prior to their employment.


13.5. State if you have public liability insurance cover, and, if so, the amount of such cover.

<b>Amount</b>	<b>Insurance Company</b>
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13.12. Provide details of two-way portable radios.

<b>Number of Radios</b>	
<b>Leased/Company Owned</b>	

13.13. Provide details of uniform type and composition (optional to add photos).


13.14. Details of Firearms

<b>Type</b>	<b>Numbers</b>

## **14. MINIMUM CRITERIA**

14.1. The tenderer shall comply fully with the Terms of Reference but may propose modifications and / or alternates, which enhance the process from either a technical, financial, operational or programme perspective.

14.2. The tenderer shall state explicitly the scope of any proposed modifications and / or alternates, the particular advantages from a design, management or operational viewpoint, the financial impact or on the future development, management and operation, if applicable.

14.3. Any particular experience and expertise that a tenderer offers which will enhance the process will be given due consideration in the evaluation of the Proposal. Tenderers are encouraged to be pro-active in bringing their particular experience and expertise to bear on the process.

14.4. The tenderer shall set out clearly the proposed methodology and nature of services for achieving the required objectives. A detailed programme shall be submitted with the proposal.

14.5. There shall be one named individual who shall be deemed to be responsible for the execution of the work. An organogram shall be provided to show the lines of authority and communication. Areas and levels of responsibility shall also be clearly identified.

14.6. The tenderer shall submit a list of current and past clients with names and full contact details. A summary to be provided of the scope of work undertaken for each client. The CITY OF MBOMBELA reserves the right to approach any or all named clients independently.

14.8. The tenderer shall treat as confidential all documentation, reports, drawings, etc which are prepared pursuant to this tender. If any outside party should request information, the tenderer shall report the request in writing to CITY OF MBOMBELA.

14.9. Service Providers shall be registered with the Private Security Industry Regulatory Authority

14.10. The Service Provider shall have 5 (Five) years' experience as designer and implementer of Integrated Security Systems and Central Control Rooms.

14.11. The Service Provider is a registered member of the Private Security Regulatory Authority (PSIRA) in South Africa.

14.12. The Service Provider is a registered and/or supply goods through licensed members of the South African Health Products Regulatory Authority (SAHPRA) in South Africa.

14.13. The Service Provider is a registered member of the South African Intruder Detection Services Association (SAIDSA) for providing security systems, including certified alarm and CCTV installers, and alarm and CCTV Monitoring services in South Africa.

14.14. The Service Provider is a Meganet certified network provider. One of the requirements for the Service Provider to supply a 25-year limit warranty on the network solution for the control room.

12.15. The Service Provider have a valid ICASA, CECS (Communication) and CECNS (Networking) license for the Ehlanzeni District or an ICASA IECNS (Individual) License in South Africa.

12.16. The Service Provider must implement an **ISO/IEC 27001:2013** Alarm and digital Dispatch system with the capability to streamline the process of assigning CITY OF MBOMBELA Traffic and Security vehicles to alarms.

14.17. The Service Provider will be requested to provide a Service Level Agreement for the maintenance of all systems installed.

**All documents to be certified by Commissioner of Oaths not older than 3 months.**

No.	Minimum Criteria	Details	Yes/No
1	Provide proof of at least 5 years working experience in a major multi-functional organization	Submit letter of confirmation and company registration	
2	PSIRA Registration Certificate	Provide / attach a copy	
3	Security Officers & management PSIRA staff registration	Attach PSIRA list	
4	Certified copy of valid ICASA License CECS (Communication) and CECNS (Networking) license for the Ehlanzeni District or ICASA IECNS (Individual) License in South Africa.	Attach a copy of the certificate	
5	Liability Insurance Policy 10 million	Attach a copy of the policy document and proof of payment	
6	SAPS Firearm License for business purposes (to provide security)	Attach a copy	
7	SAPS list of company registered firearms	Attach a copy	
8	Firearm Authority Permit issued to officers who utilise a firearm in the execution of their duties	Attach a sample copy	
9	Provide a list of all officers who are competent in the handling of firearms and state type of firearm	Attach a list	
10	South African Intruder Detection Services Association membership (SAIDSA)	Attach a copy of the certificate	

11	Officer Uniform	Attach photo of officer uniform	
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**Note:**

- Site inspections will take place and tenderers advised of suitable dates for such.
- Tenderers will be further evaluated only if they meet all the minimum and functional requirements.
- All bids received from service providers who comply with the minimum requirements for Tendering and also comply with the requirements of the Supply Chain Management Policy of the Municipality will be evaluated in the following two stages: -

**15. FUNCTIONAL EVALUATION CRITERIA**

**A minimum points' threshold of 70% (70 out of a total of 100 points) is required. Service providers failing to score the minimum points for functionality will be considered as non-responsive and will render the bid disqualified.**

**NB: SHORTLISTED BIDDERS WILL BE EVALUATED**

Functional Criteria	Details		Points
Company Profile	Minimum 5 years	0-2 yrs = 3pts 3-4 yrs = 5pts	5
Proof of Company experience on similar project	Appointment letter and reference letter (maximum of 4 projects)	5 pts per project	20
Control Room / SAIDSA standard	Fully functional Control Room with Proof of Membership (Letter of compliance from SAIDSA valid)	Yes = 10pts No = 0pts	10
Vehicles	Number of vehicles available to service contract (proof of registration certificate ownership) (Attach proffs)	2-5 cars = 5pts 6-8 cars = 8pts 9 cars and above = 10pts	10
Alarm monitoring/response in terms of SAIDSA standards	Ability to provide such service (Membership Certificate/ Letter)	Yes = 5pts No = 0pts	5
CCTV monitoring/response in terms of SAIDSA standards	Ability to provide such service (certificate / letter)	Yes = 5pts No = 0pts	5
Electronic Dispatcher Monitoring System with Electronic Occurrence Book	Fully functional guard monitoring system. Provide specification and model/make of system (Report)	Yes: = 10pts No = 0pts	10
Control Room Trained Staff Trained staff, Attach CV (PSIRA CERTIFICATES) PSIRA C,D	CCTV technicians x4	1-2 technician = 2pts 3-5 technicians = 5pts	10
	Control Room Monitor Officer x 5	1-2 control room monitor = 2pts	

		3-5 pts control room monitor = 5pts	
Company Security Accreditation Provider certificates	PSIRA GRADE A, SAIDSA, SAHPRA, MEGANET, ICASA, SAQCC, ISO/9001 Certificate for Monitoring System	3 Certificates = 2pts 7above Certificates = 10pts	10
<b>Total</b>			<b>100</b>

NB: All certificates, Appointment letters, reference letters and qualifications should be certified by Commissioner of Oath

### **PRICING SCHEDULE AND TIME FRAMES**

#### **SCHEDULE OF RATES – ACCESS CONTROL, INTRUDER DETECTION, CCTV, NETWORK AND GUARD MONITORING**

		Schedule of rates			
Item No.	Description	Unit	Quantity	Rates	Total
1		<b><u>Full Month</u></b> <b>Continuous Coverage – duty every 12 hours including weekends and public holidays</b>			
1.1	Control Room Security Office Grade "A" CCTV Monitoring (12 Hour per Shifts) (Supervisor 1 per Shift)	Number of shifts	2190 (3 years)		
1.2	Control Room Security Office Grade "B" CCTV Monitoring (12 Hour Shifts) (Monitoring Officer 2 per Shift)	Monthly			
1.3	Armed Respond Security Officer Grade "C"	Monthly			
1.4	Technical Project Manager (PSIRA/CD	Monthly			

	E), CCTV, NETWORKI NG)					
1.5	CCTV and Alarm Technician (PSIRA CDE, CCTV, ALARMS, NETWORKI NG)	Monthly				
<b>2</b>		<b><u>Daily Rate</u></b> Price per 12 hour shift				
				<b>Day / Night Shift</b>	<b>Sunday &amp; Public Holidays</b>	
2.1	Security Officer Grade "A"	12 hour shift				
2.2	Security Officer Grade "B"	12 hour shift				
2.3	Security Officer Grade "C"	12 hour shift				

<b>3</b>		<b>Hourly Rate Price per hour</b>				
				<b>Day / Night Shift</b>	<b>Sunday &amp; Public Holidays</b>	
3.1	Security Officer Grade "A"	Per Hour				
3.2	Security Officer Grade "B"	Per Hour				
3.3	Security Officer Grade "C"	Per Hour				
<b>4</b>		<b><u>Equipment</u></b>				
		<b>Price per 12 hours including day, night weekends and public holidays</b>				
			<b>Quantity</b>	<b>Monthly</b>	<b>Per 12 Hour Shift</b>	
4.1	Two-Way Radio – handheld portable		4 radios per shift			
4.2	Firearm		1 Firearm per shift			
4.3	Baton – rubber tonfa		1 Tonfa per Shift			
4.4	Torch – minimum 2 cell		1 Torch per Shift			
4.5	Handcuffs		1 handcuffs Per Shift			
4.6	Non-lethal device (Pepper Spray)		1 Pepper Spray per Shift			
<b>5</b>	<b><u>Alarm / CCTV Monitoring &amp; Response</u></b>					
	<b>Price including day, night weekends and public holidays</b>					
	<b>(A site for armed response - can be an Alarm Site or a CCTV site or both)</b>					
5.1	Monitoring (Up to 20 Active Localities Sites) (Alarm + CCTV monitored as 2 sites)					
5.2	Monitoring (Up to 21 to 40 Active Localities Sites) (Alarm + CCTV monitored as 2 sites)					
5.3	Monitoring (More than 40 Active Localities Sites) (Alarm + CCTV monitored as 2 sites)					

**SCHEDULE OF RATES – CCTV AND INTRUDER DETECTION – MONTHLY PRICE SHALL INCLUDE SUPPLY, INSTALL & MAINTENANCE AS ONE MONTHLY PRICE**

Item	Description	Unit	Qty	Unit price	Amount
<b>6</b>	<b><u>SECTION A: Access Control</u></b>				
6.1	Supply and install Hikvision or Similar 4 door access controller 100 000 user capacity, 10 000 FP capacity, Wiegand 2634custom support , 2 RS485 for reader , 5 RS485 for access module expansion	1	20		
6.2	Hikvision or Similar 2 door POE access controller 100 000 user capacity, 10 000 FP capacity , Wiegand 2634custom support , 2 RS485 for reader, 5 RS485 for access module expansion	1	20		
6.3	Hikvision or Similar 2-Door access controller Supports Wiegand & RS485 readers Dedicated fire alarm relay	1	20		
6.4	7-Inch Face/Tag access terminal 10 000 face capacity 10 000 fingerprint capacity with optional module 50 000 card capacity 1 input 1 relay output 12/24VDC	1	20		
6.5	Stainless steel rainshield for 7" Facial & Tag terminal 42 series terminals	1	20		
6.6	4.3" Facial & Tag terminal 1500 faces 3000 cards 1 input 1 relay output WiFi 12VDC/POE	1	100		
6.7	Stainless steel rainshield for 4.3" Facial & Tag terminal 42 series terminals	1	100		
6.8	Wall bracket for terminals with adjustable angle	1	100		
6.9	Access Control Reader metal alloy	1	110		
6.10	Access Control Reader plastic with keypad	1	110		
6.11	Break glass. Standard, green colour, resettable	1	110		
6.12	Heavy duty door closer 1250mm opening width 80-120KG (With 3 Controllers cable)	1	110		
6.13	ZL bracket	1	110		
6.14	Exit sensor no touch 12VDC	1	50		
6.15	Surface mount box for Exit sensor no touch	1	50		
6.16	UPS Power supply 2KVA	1	100		
6.17	Maglocks 280KG including 600LED door contact.	1	110		
6.18	Electronic striker lock		110		
6.19	5A Access control PSU 12VDC Metal housing with camlock Supports up to 18Ah LiPo/Lead-acid/gel batteries	1	110		
6.15	Lithium Iron Phosphate(LiFePO4) Battery, 12.8V, 20ah	1	110		
6.16	18Ah Gel battery	1	110		

6.17	Face/Fingerprint/Tag enrolment reader	1	100		
6.18	10-Inch IP intercom main station Office reception/security office use includes boom microphone & speaker operator fingerprint authentication 12VDC/POE	1	50		
6.19	7-Inch intercom monitor WiFi 12VDC/POE	1	50		
6.20	Gatestation module with surface box 2MP 3m IR 4 input 2 relay output 12VDC/POE	1	20		
6.21	1 Module surface-box for Gatestation modular intercom	1	20		
6.22	Double bidirectional turnstiles full height stainless steel 550mm lane width	1	5		
6.23	Single bidirectional turnstile full height stainless steel 550mm lane width	1	20		
6.24	Xray Scanner. 500mm x 300mm tunnel size. AI threat detection with build in AI	1	10		
6.25	Single interlocking booths/mantraps	1	20		
6.26	Walk through metal detector 33 zone with Remote	1	20		
6.27	Walk through metal detector 18 zone	1	20		
6.28	Handheld metal detector	1	25		
6.29	Access Control Reader metal alloy	1	20		
6.30	Visitor Card drop box stainless steel	1	5		
6.31	Galvanized steel security gate single door	1	1		
6.32	AK bullet resistant, G3 armoured, single door with steel frame	1	5		
6.33	Class B (Two-Hour fire-resistant) Hardboard door	1	12		
6.34	QS400/1 Stainless Steel Panic Hardware	1	12		
6.35	<b>2.2</b> QS680 Door Closer	1	12		
6.36	Hikvision or Similar Portable Face Recognition Terminal, 4.3-inch LCD touch screen, 2 Mega pixel wide-angle lens, Built-in Mifare1 card reading module; Max. 10,000 faces capacity, Max. 50,000 cards; Removable battery last 3-5 hours, Type-C port for fast charging, Supports TCP/IP, WiFi, DC 12V/2A, Portable or wall mount Supports ISUP5.0, ISAPI	1	10		
6.37	Biometric enrolment laptop (Same or better – Dell Latitude 5330, Core i7, 16Gb DDR5, 512Gb SSD, 13" FHD LED, Laptop Bag, Windows 11 Pro)	1	4		
	<b>SUB TOTAL INCL VAT SECTION A</b>			<b>R</b>	<b>R</b>

<b>7</b>	<b>SECTION B: Intruder detection</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit price</b>	<b>Amount</b>
7.1	8-32 Zone alarm panel with LCD keypad with Ethernet module	1	50		
7.2	8 Zone expander module with power supply and battery	1	50		
7.3	30W DC siren	1	100		
7.4	Similar to IDS XSeries Solution, X64 Serial control panel, LCD keypad 15w siren, 24VDC power supply, 12v batt 2 x mags, 2 x panics 2 x OPTEx FLIPX sensors, including brackets	1	20		
7.5	Similar to IDS XSeries Solution, X64 Serial control panel, LCD keypad 15w siren, 24VDC power supply, 12v batt 2 x mags, 2 x panics 4 x OPTEx RX Saver sensors	1	20		
7.6	Similar to IDS XSeries Solution, X64 Serial control panel, LCD keypad 15w siren, 24VDC power supply, 12v batt 1 x Xwave2 bus wireless zone HUB	1	20		
7.7	Similar to IDS XSeries Solution, X64 Serial control panel, LCD keypad 15w siren, 24VDC power supply, 12v batt 1 x Xwave2 bus wireless zone HUB 2 x DoorSense sensors, 2 x panics 2 x MotionSense wireless sensors	1	20		
7.8	50VA power supply with lightening protection	1	100		
7.9	Garage door contacts	1	100		
7.10	Door contacts Magnetic switches	1	100		
7.11	12DC red strobe light	1	100		
7.12	100m 6 core stranded cable	1	100		
7.13	100m 0.22 rip cord	1	100		
7.14	12VDC 9Ah batteries	1	100		
7.15	IDS DoorSense vibe - brown, slimline wireless door contact including battery for Xwave2 and Onyx	1	50		
7.16	IDS ShutterSense - white	1	50		
7.17	IDS MotionSense - wireless indoor sensor for Xwave2 and Onyx, excluding bracket	1	50		
7.18	IDS MotionSense wireless indoor curtain sensor, excluding bracket	1	50		
7.19	MotionSense ceiling/wall-mount bracket - White	1	50		
7.20	Xwave2 Ranger - Signal strength range finder	1	50		
7.21	Similar to IDS 24VDC power supply for 806 & XSeries	1	50		
7.22	Xwave2 Bus wireless zone HUB. Wireless zone expansion for Xwave2/OPTEx wireless sensors (max of 16 detectors & 16 bi-directional remotes), full reporting of	1	50		

	zone, tamperlow battery & supervision by zone includes RF Jamming supervision & detection features				
7.23	XSeries Remote bus receiver. Compatible with IDS, Centurion, ET remotes	1	50		
7.24	Roller shutter magnetic switch	1	100		
7.25	XSeries Power supply kit - inc power supply module1 x Isolated PSU, 1 x Smart expander, 1 x 7AH battery, 1 x IDS 24VDC power supply	1	50		
7.26	Similar to FSK App Connect LTE Serial - Communicator with App control for 806 & XSeries	1	50		
7.27	Similar to IDS MotionSense wired indoor sensor, including bracket	1	50		
7.28	OPTEX FLIPX wired indoor sensor, including bracket	1	50		
7.29	OPTEX Xwave2 FLIPX wireless indoor sensor with bracket	1	50		
7.30	Similar to IDS ShutterSense Wireless	1	50		
7.31	OPTEX Xwave2 CX 702 wireless industrial indoor PIR21 x 21m or 45 x 2.4m	1	50		
7.32	OPTEX Xwave2 BXS SHIELD wireless outdoor PIR24m dual long range left & right independent zones, low mount, adjustable detection area on either side	1	50		
7.33	OPTEX RX Saver - small pet friendly, 12 x 12m indoor PIR with quad zone logic	1	500		
7.34	Outdoor wired passive infrared dual zone detector up to 12m x 180 degrees	1	150		
7.35	Outdoor wired passive infrared dual zone detector up to 12m x 90 degrees	1	150		
7.36	Outdoor long-range point to point detector 30m	1	150		
7.37	Outdoor long-range point to point detector 60m	1	150		
7.38	Outdoor long-range point to point detector 100m	1	150		
7.39	Digital indoor PIR with quad zone logic – spherical lens and sealed optics 12m wide detection range 85-degree incl. bracket	1	50		
7.40	Glass break sensor/detector	1	150		
7.41	Smoke and heat detector	1	150		
7.42	On/off key switch	1	100		
7.43	FSK or Similar transmitter	1	100		
7.44	TX cellular plus with dual SIM on FSK network	1	100		
7.45	TX cellular plus with GPRS no SIM	1	100		
7.46	Intruder detection base station	1	2		
7.47	Panic button	1	100		
7.48	LED flood lights 50W	1	150		

7.49	Optex RX Wireless Outdoor PIR Xwave2 (BXS Shield with AM)	1	100		
7.50	Xseries Remote arming kit, 2 x 4Ch TX, 1 x remote bus RX, Xseries Bus receiver for remote with arm/disarm functions - with 2 relays, 2 x IDS Xwave Remote Transmitter - 3 Button	1	100		
7.51	Optex RX Wireless Indoor PIR (Xwave2 WNX 40)	1	500		
7.52	Remote Receivers - Sherlotronix Long Range Receiver	1	100		
7.53	OPTEX Outdoor Detectors - HX40 Wireless	1	100		
7.54	X-Wave 2 Wireless Zone Expander	1	100		
7.55	Sherlotronics 6.4 Amp Power Pack - Large Hosting	1	100		
7.56	12 Volt 18AH Gel Battery	1	100		
7.57	Hikcentral or Similiar Ax Pro wireless alarm kit 64-zone 1 door contact, 1 indoor PIR, 1 keyfob included	1	100		
7.58	Hikcentral or Similiar Wireless temperature & humidity sensor -35°C to 90°C temperature range (Using included probe) 2.7-inch screen 2 AAA batteries included	1	40		
7.59	Hikcentral or Similiar Wireless smoke detector 85dB buzzer	1	40		
7.60	Hikcentral or Similiar Wireless water leak detector	1	40		
7.61	Hikcentral or Similiar Wireless outdoor sounder 110dB output Selectable tones for panic/intrusion/fire events 4 CR123A batteries included	1	40		
7.62	Hikcentral or Similiar 1 alarm panel license	1	40		
7.63	Electric fence 6 strand per meter	1	5000 m		
7.64	Electric fence energizer with keypad	1	50		
7.65	Electric fence bracket	1	500		
7.66	Stainless steel wire 2.0mm 316 - 12.5kg	1	100		
7.67	Inline gate contact	1	50		
7.68	Reinforced Mesh Post H type for 2.4 m high fence 70 x 44 x 2mm x 3200mm ZincAlu & PVC coated	1	100		
7.69	Reinforced Mesh Panel ZincAlu, 2400 height, 3050mm PVC coated	1	100		
7.70	Reinforced Mesh Panel ZincAlu, 2.00 height, 3050mm PVC coated	1	100		
7.71	Alarm Glue per Tube	1	200		
7.72	IDS 12V 18AH Gel battery	1	150		

7.73	IDS 12V 100AH Gel battery	1	20		
7.74	AA Battery pack with connectors for OPTEx low current sensors	1	20		
7.75	12 VDC 5 Amp power pack excluding battery - Metal lockable large housing to accommodate, 18 amp battery	1	40		
	<b>SUB TOTAL INCL VAT SECTION B</b>			<b>R</b>	<b>R</b>
<b>8</b>	<b>SECTION C: CCTV</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Amount</b>
8.1	CCTV Viewing PC Similar or Later Model DELL PRECISION 5820 (C6) (F3) INTEL 6 CORE XEON W-2135 3.7GHz, 32GB DDR4 ECC Dimm, 1TB SSD, MegaRAID 9460, 4GB NVIDIA P1000 GRAPHICS CARD, 8x USB 3.1 PORTS, 2x TYPE-C PORTS, 1x USB 2.0 PORTS, INTEL i219 GIGABIT ETHERNET CONTROLLER, WINDOWS 11 PRO 2.5" SSD 1TB	1	10		
8.2	21.5" 1080p monitor HDMI/VGA rated for 24/7 monitoring	1	20		
8.3	CCTV and AC server (Central VMS and PSTOR) DELL R740XD or LATER POWEREDGE SERVER (C6) (F3) 2 x Intel Xeon (12Core) Gold 5118 2.3GHZ, 256GB DDR4 ECC DIMM/8 X 10TB 3.5" SAS HDD, PERC H740 Integrated RAID Controller Intel X710 Quad Port 10GbE SFP +, Redundant power supplies iDRAC9 Enterprise SERVER RAILKITS	1	3		
8.4	CCTV system VMS Base License, VMS base license - Pre-licensed for 300 video channels	1	1		
8.5	CCTV system Channel License. Camera license - one license per channel	1	200		
8.6	Similar to Hikvision access control base license 2-doors	1	20		
8.7	Similar to Hikvision 1 door license	1	100		
8.8	Similar to Hikvision 1 alarm panel license	1	40		
8.9	Similar to Hikvision VMS Hikcentral outdoor station license - 1 outdoor station	1	50		
8.10	Similar to Hikvision indoor station license - 1 indoor station	1	50		
8.11	Similar to Hikvision pStor video storage with 1 camera license.	1	200		
8.12	Similar to Hikvision pStor picture storage base package without resource limitation.	1	3		

8.13	Similar to Hikvision ANPR channel license	1	100		
8.14	Similar to Hikvision facial recognition channel license	1	100		
8.15	Similar to Hikvision Walk-through Metal Detector Expansion package; Prerequisite: Security Inspection Module Expansion Package. Supported: 1 walk-through metal detector manageable.	1	20		
8.16	Similar to Hikvision data reporting system base package, which includes people counting and queue analysis, and all fundamental report features without resource limitation.	1	1		
8.17	Similar to Hikvision Visitor Management Module Expansion package - including all functions of visitor management module. Prerequisite: Access Control Base package. Supported: Visitor registration, Access permission assignation, Visitor log search, etc.	1	1		
8.18	Similar to Hikvision Security Inspection Analyzer Expansion Package Prerequisite: Security Inspection Module Expansion Package. Supported: 1 security inspection analyzer manageable.	1	1		
8.19	Similar to Hikvision CCTV System Channel License -EMERGENCY MUSTERING - one license per channel	1	1		
8.20	Desk mount swivel bracket for 23" monitor	1	10		
8.21	42" CCTV monitor Ultrathin LED for video wall with wall mount bracket	1	6		
8.22	Similar to Hikvision 8MP Dome, 2.8mm lens; H.265+H.265H.264+H.264MJPEG; Powered by Darkfighter technology, 0 lux with IR; 20fps (3840×2160), 25fps30fps (3072×1728, 2688×1520, 1920×1080); VCA functions; 3 streams; 3D DNR; BLCHLC; ICR; EXIR, up to 30m; DC12V&PoE	1	100		
8.23	Similar to Hikvision 4-MP WDR IR Mini-Bullet Network Camera. 1/3" Prog. scan CMOS; 2688x1520 Resolution; Min Ill: 0.01@F1.2 / 0Lux with IR on; True D/N; IR: 30M; Lens options: 4mm; IP66; H.264+ Optimized Codec; 12VDC; PoE.	1	100		
8.24	AcuSense 4MP turret 2.8mm lens 40m IR 120dB WDR F1.0 lens microphone 12VDC/POE	1	100		
8.25	Similar to Hikvision 5-MP 2.8~12mm Vari-focal WDR IR Network Bullet Camera. Full HD1080p Real-time Video; IR LEDs: 30M; 3D DNR & BLC; Audio I/O; DC12V & PoE; H.264+ Optimized Codec; Support on-board	1	100		

	storage up to 64GB.				
8.26	AcuSense 4MP dome 2.8-12mm lens 40m IR 120dB WDR 12VDC/POE	1			
8.27	Similar to Hikvision motorized Hybrid ColorVu 4MP turret 2.8mm lens 40m hybrid IR/white light 130dB WDR microphone 12VDC/POE (DS-2CD2347G2H-LIU 2.8MM)	1			
8.28	Similar to Hikvision AcuSense 4MP Pan/Tilt/Rotate dome 2.8-12mm lens 40m IR 120dB WDR 12VDC/POE	1	100		
8.29	Similar to Hikvision AcuSense 4MP dome 2.8mm lens 10m IR 120dB WDR microphone 2 audio/ 1 alarm I/O 12VDC/POE	1	10		
8.30	Similar to Hikvision 6MP fisheye camera 15m IR intersection/heatmap/people counting VCA 12VDC/POE	1	10		
8.31	Similar to Hikvision Automatic number plate recognition camera - Similar to Hikvision " Intelligent Traffic series ANPR 4MP bullet 10-50mm lens 50m IR 140dB WDR 12VDC/POE Smart Traffic Analytics supported: Traffic flow detection Average speed, traffic flow, queuing length, and traffic status Incident detection: congestion, stopped vehicle, lane change, wrong-way driving, speeding, low-speed driving	1	100		
8.32	Similar to Hikvision ANPR 4MP bullet 2.8-12mm lens 50m IR 140dB WDR 12VDC/POE	1	40		
8.33	Similar to Hikvision ANPR 4MP bullet 6-132mm lens 200m IR 140dB WDR 2 alarm I/O 12VDC/POE	1	40		
8.34	Similar to Hikvision Hybrid ColorVu 4MP bullet 2.8mm lens 60m hybrid IR/white light 130dB WDR 12VDC/POE	1	60		
8.35	Similar to Hikvision AcuSense 4MP bullet 4mm lens 80m IR 120dB WDR F1.0 lens 12VDC/POE	1	60		
8.36	Similar to Hikvision Similar to Hikvision AcuSense 4MP bullet 2.8-12mm lens up to 60m IR 120dB WDR 1 audio/ 1 alarm I/O 12VDC/POE	1	20		
8.37	Similar to Hikvision ColorVu 4MP bullet 3.6-9mm lens 60m IR 120dB WDR 1 audio/ 1 alarm I/O 12VDC/POE	1	60		
8.38	Similar to Hikvision ColorVu 8MP bullet 4mm lens 40m illumination 130dB WDR microphone 1 audio/ 1 alarm I/O built-in strobe-light & siren 12VDC/POE	1	20		
8.39	Similar to Hikvision ColorVu 8MP turret 4mm lens 30m illumination 130dB WDR microphone 1 audio/ 1 alarm I/O built-in	1	20		

	strobe-light & siren 12VDC/POE				
8.40	Similar to Hikvision AcuSense 2MP bullet 4mm lens 60m IR 120dB WDR microphone 1 audio/ 1 alarm I/O built-in strobe-light & siren 12VDC/POE	1	40		
8.41	Similar to Hikvision Heatpro-Lite fire detection bi-spectrum bullet 1mm thermal lens 4mm optical lens fire detection VCA **No security analytics** 12VDC/POE	1	4		
8.42	Similar to Hikvision Heatpro bi-spectrum bullet 2mm thermal lens 6mm optical lens up to 30m IR AcuSense VCA 12VDC/POE	1	20		
8.43	Similar to Hikvision Heatpro bi-spectrum bullet 10mm thermal lens 8mm optical lens up to 30m IR Perimeter protection VCA Fire detection VCA 12VDC/24VAC/POE	1	100		
8.44	Similar to Hikvision Thermal bullet 15mm lens Perimeter protection VCA Fire detection VCA 12VDC/24VAC/POE	1	10		
8.45	Similar to Hikvision Thermal bi-spectrum PTZ 50mm Thermal lens 2MP 25x optical module Perimeter protection VCA Fire detection VCA Smart tracking Anti-Corrosion coating 24VAC/36-48VDC/Hi-POE	1	2		
8.46	7A 24VAC PSU for Hikvision 24VAC-36VAC PTZ models	1	2		
8.47	Similar to Hikvision Ultra Series 4MP PTZ 42x optical zoom 400m IR 140dB WDR Smart tracking Perimeter protection VCA 24VAC/Hi-POE	1	10		
8.48	Similar to Hikvision TandemVu 4MP PTZ 25x optical zoom 6MP panoramic channel 200m IR Smart tracking built-in strobe-light & siren 24VAC/Hi-POE	1	10		
8.49	Similar to Hikvision HIKVISION 8C SERIES 4MP 42X DARKFIGHTER IR NETWORK SPEED DOME	1	20		
8.50	Similar to Hikvision PTZ bracket Pole-mount	1	20		
8.50	Similar to Hikvision PTZ bracket Pendant mount 50cm drop	1	20		
8.51	Similar to Hikvision PTZ bracket Wallmount 30cm arm	1	20		
8.52	Similar to Hikvision wall-mount bracket Fits DS-2CD21x6 dome cameras	1	100		
8.53	Similar to Hikvision bullet pole-mount bracket	1	100		
8.54	Universal Camera Mount Enclosure 112 x 112 x 52mm, 20 or 25mm knockouts, ABS, White	1	40		
8.55	Similar to Hikvision surface-mount box for 2T bullet range	1	40		
8.56	Similar to Hikvision surface-mount box for bullet range	1	100		
8.57	Similar to Hikvision surface-mount box Fits	1	40		

	DS-2CD21x6 dome cameras				
8.58	10-Inch Touchscreen android network keyboard DVR/NVR/PTZ control Video wall control	1	2		
8.59	Hikvision IP Keyboard 4-axis joystick NVR, DVR, Decoder support	1	6		
8.60	Similar to Hikvision 5MP dashcam, GPS, G-sensor, F1.6 low-light lens, includes 64GB memory card	1	10		
8.61	Similar to Hikvision Pro series 8ch POE NVR 2 SATA 10TB up to 8MP recording 8 POE ports 1ch facial recognition/4ch face capture 4/1 alarm IO	1	20		
8.62	Similar to Hikvision AcuSense 16ch NVR 4 SATA 10TB up to 12MP recording 16/8 alarm IO DS-7716NXI-I4/S_C	1	20		
8.63	Similar to Hikvision Ultra Series 32ch NVR 16 SATA 16TB POS & IOT overlay 16/8 alarm IO DS-9632NI-M16	1	4		
8.64	Similar to Hikvision AcuSense 32ch NVR 4 SATA 10TB up to 12MP recording POS & IOT overlay 16/8 alarm IO DS-7732NXI-I4/S_C	1	10		
8.65	Similar to Hikvision Ultra Series 64ch NVR 16 SATA 16TB POS & IOT overlay 16/8 alarm IO	1	6		
8.66	32GB Endurance QD101 microSDHC SD	1	40		
8.67	512GB Endurance OD101 microSDHC SD	1	100		
8.68	Similar to Western Digital Surveillance, 10 TB 3.5" SATA Hard Drive	1	200		
8.69	CCTV SAN – max 240 HDD, drive connectivity 6Gbs, 2 x redundant power supply, 2 x 16Gbs FC ports, 2 x 1GbE iSCSI ports,	1	1		
8.69	2M HDMI Cable	1	10		
8.70	10M HDMI Cable	1	10		
8.71	Similar to Hikvision Network Horn Speaker (C3003-E) delivers high sound pressure and clear voice in demanding outdoor environments.	1	60		
8.72	18U 800 X 600 OUTDOOR Cab IP45	1	30		
8.73	Galvanized steel pole 6m, base plate with 5mm steel equipment box	1	30		
8.74	Galvanized steel pole 6m, base plate	1	100		
8.75	175mm, 6.6m treated pole supplied and installed, including the relay	1	100		
8.76	CCTV Signage for Building Entrances	1	200		
8.77					
	<b>SUB TOTAL INCL VAT SECTION C</b>			<b>R</b>	<b>R</b>

9	SECTION D: Network	Unit	Qty	Unit price	Amount
9.1	Similar to Hikvision 8 port Smart gigabit POE switch 110w POE budget 2 SFP ports	1	20		
9.2	Similar to Hikvision Similar to HP Hikvision 16-port smart gigabit POE switch 230w POE 1 combo Gigabit/SFP ports	1	20		
9.3	Similar to Hikvision 24 port Gigabit smart POE switch 370w POE 2 SFP ports	1	40		
9.4	Similar to Hikvision 48-port smart gigabit POE switch 470w POE 2*SFP & 2*RJ45 uplink ports	1	20		
9.5	Industrial 4 port gigabit POE switch 60w POE budget 2 SFP ports	1	60		
9.6	Industrial 8 port gigabit POE switch 110w POE budget 2 SFP ports	1	60		
9.7	75w 48V DIN rail PSU for hardened POE switch.	1	60		
9.8	240w 48V DIN rail PSU for hardened POE switch.	1	60		
9.9	Single-mode GBIC, 3KM, LC Connector	1	200		
9.10	Long Range Dual Band WiFi 6 AP   U6-LR Ubiquiti's U6-LR is a dual-band 802.11ax (WiFi 6) long range access point.	1	20		
9.11	Meganet Category 6e Network Data Points UTP, 3M Flylead, 1M Patch Lead	1	300		
9.12	Meganet Patch Panel 24 Port	1	20		
9.13	Brush Panel	1	40		
9.14	Similiar to Sophos Firewall XGS 88 / 88w (3 Year Updates Included)	1	30		
9.15	<u>Inverter 2000W Pure Sine Wave Solar Ready Inverter UPS 12V</u>	1	20		
9.16	Similar to Mikrotik router GSM, SIM. Router board 411U and sierra mc8705 WiFi card.	1	60		
9.17	Similar to RCT 1000VA On-Line Rackmount UPS 800W - LCD Display, 1 x RS232 & 1 x USB Port + SA Wall Socket	1	60		
9.18	Similar to RCT 2000VA Line Interactive UPS - 1200 W, LED display, 1 x USB Port with SA Wall Socket	1	60		
9.19	Similar to RCT 3000VA Line Interactive UPS - 1200 W, LED display, 1 x USB Port with SA Wall Socket	1	20		
9.20	Similar to BFR DTX Series 10/100M Ethernet media converter; auto-negotiation; 100Base-FX full-duplex; ST connector; dual fibre; stand-alone; 20km Single-mode	1	20		

9.21	Cable 4 Pair UTP CAT 5 Network - Solid, 500m	1	150		
9.22	500m Pull Box, Solid Core, UV Protected SF/UTP CAT5e Cable, Foil, Braiding (For Outdoor Use)	1	150		
9.23	CBT N8/P801 Double Channel Powerskirting Body powder coated galvanised steel is RUST PROOF 3M	1	100		
9.24	CBT N8/1 SKIRT STRAIGHT COVER RUST PROOF 3M	1	200		
9.25	CBT SEZ P801 Beige Powerskirting Internal Elbow	1	40		
9.26	CBT SEZ N8/P801 Beige Powerskirting End Cap	1	40		
9.27	P801 Flashmount Inserts (Cradle, Coverplate and RJ45 Cat6e Outlet)	1	60		
9.28	Cabinet Power Crabtree 15A Dedicated Red Power Point Surface Outlet with Universal Cradle	1	20		
9.30	Cabinet Power Crabtree 15A Dedicated Normal Power Point Surface Outlet with Universal Cradle	1	20		
9.31	100m 2.5mm Suffix Power Cable - Installed	1	200		
9.32	BOSAL CONDUIT 25MM GALV STL PLAIN END 4mtr len (44mtr bundle)	1	300		
9.33	BOSAL BEND 90deg 25MM GALV STL 76-250-201	1	40		
9.34	BOSAL CONDUIT BOX ROUND 25MM 1W SIDE ENTRY GALV STL 76-250-301	1	40		
9.35	BOSAL CONDUIT BOX ROUND 25MM 2W SIDE ENTRY GALV STL 76-250-318	1	40		
9.36	BOSAL CONDUIT BOX ROUND 25MM 3W SIDE ENTRY GALV STL 76-250-303	1	40		
9.37	BOSAL COUPLING 25MM GALV STL 76-250-101	1	50		
9.38	LID JUNCTION BOX 50mm GALV STL	1	120		
9.39	MACHINE STL SCR CSK 5 X 20	1	180		
9.40	EGA Trunking (25 x 16)	1	160		
9.41	Cable - Fibre Optic ADSS Short Span 12Core 9/125 Single Mode	1	5000 m		
9.42	12Core CTS Fibre Splicing	1	100		
9.43	Single Mode LC Pigtails (1 x SC, 9/125) 1m	1	100		

9.44	Fiber Indoor Termination Box with 4 Ports (79.68 × 100.46 × 30.9 mm)	1	40		
9.45	Splice & Patch Panel including 24x LC/APC pigtails & adaptors 1U	1	20		
9.46	12F Single mode fibre optic Cable G652D per meter	1	3000 m		
9.47	24F Single mode fibre optic Cable G652D per meter	1	3000 m		
9.48	48F Single mode fibre optic Cable G652D per meter	1	3000 m		
9.49	Single mode fibre converter	1	100		
9.50	Splice & Patch Panel including 24x LC/APC pigtails & adaptors 1U	1	100		
9.51	Point to point radio link between two sites 300 Mbps,	1	50		
9.52	5Ghz, 2Ft Solid dish antenna, 30dBi	1	50		
9.53	Similar to Cambium ePMP 5 GHz Force 300-25L	1	40		
9.54	Similar to Cambium PMP or PTP 6 GHz Radio (South Africa cord	1	40		
9.55	Gigabit Surge Suppressor (56V), 10/100/1000 BaseT	1	80		
9.56	Similar to Cambium ePMP 6 GHz 2x2 dish antenna 2-pack,	1	40		
9.57	Similar to Cambium PTP650 Connectorized end with AC supply	1	20		
9.58	Similar to Cambium PTP650 Connectorized end with AC supply	1	20		
9.59	WM45 Bracket and Steel galvanised pole	1	40		
9.60	12U 800 x 1000mm deep cabinet: Fully Populated (Power, Tray and Fan)	1	20		
9.61	9U 800 x 1000mm deep cabinet Fully Populated (Power, Tray and Fan)	1	20		
9.62	42U 800 x 1000mm deep cabinet: Fully Populated (Power, Tray and Fan)	1	10		
9.61	Similar to Proxim Tsunami MP 8200 Subscriber Unit, 300 Mbps, MIMO 3x3, Type-N Connectors - WD PoE	1	10		
9.62	500 Mb Business Fiber (Uncontended (1:1), Unshaped and Uncapped, Symmetrical upload and download speeds, Single Static Public IP, Managed Router (SLA 36 Months or period of contract) Current Link	1	1		

9.63	Current Site Links: 50 Mb Business Fiber (Uncontended (1:1), Unshaped and Uncapped, Symmetrical upload and download speeds, Single Static Public IP, Managed Router (SLA 36 Months or period of contract)	1	4		
9.64	New 50 Mb Business Fiber (Uncontended (1:1), Unshaped and Uncapped, Symmetrical upload and download speeds, Single Static Public IP, Managed Router (SLA 36 Months or period of contract)	1	1		
9.65	Current Site Links: 20 Mb Business Fiber (Uncontended (1:1), Unshaped and Uncapped, Symmetrical upload and download speeds, Single Static Public IP, Managed Router (SLA 36 Months or period of contract)	1	10		
9.66	Current Site Links 20 Mb Wireless Uncapped Modem/Router and Installation End to End with Consumables (SLA 36 Months or period of contract)	1	20		
9.67	New 20 Mb Wireless Uncapped Modem/Router and Installation End to End with Consumables (SLA 36 Months or period of contract)	1	1		
9.68	LPU – Lightning Protection Unit – Similar to Mimosa. Ethernet Surge Protector (1Gb Ethernet)	1	500		
9.69	CCTV Generic Wall Nount Brackets (Metal)	1	200		
9.69	Similar to Hikvision Stainless Steel Pole Mount (clamp), 127×46×250mm, Diameter of clamp: 67-127mm, 1205g	1	120		
9.70	4 Meter Special Pole CCTV Fully Installed (3mm x 100mm x 100mm) with Bracket for Solar. Galvanized Steel Pole 4mm with 5mm Steel Base Plate (400mm x 400mm x 10mm) 4 x 20mm Threaded Rods, 2 x Chemical Ancher + Lock Nuts) 1 Cube Concrete Base and Plinth, 1 x Earthing complete	1	40		
9.71	9 Meter Special Pole CCTV Fully Installed (3mm x 100mm x 100mm) with Bracket for Solar. Galvanized Steel Pole 4mm with 5mm Steel Base Plate (400mm x 400mm x 10mm) 4 x 20mm Threaded Rods, 2 x Chemical Ancher + Lock Nuts) 1 Cube Concrete Base and Plinth, 1 x Earthing complete	1	20		
9.72	Meganet Certification on Network Infrastructure Solution (25 Year Limited Warranty) Per Site	1	1		
	<b>SUBTOTAL INCL VAT SECTION D</b>			<b>R</b>	<b>R</b>

10	<b>SECTION E: Battery and Solar Systems for CCTV Pole Install</b>	Unit	Qty	Unit price	Amount
10.1	<a href="#"><u>Inverter 2000W Pure Sine Wave Solar Ready Inverter UPS 12V</u></a>	1	40		
10.2	3KVA 3000w Hybrid Inverter 24V Pure Sine Wave SPF 3000TL HVM-24+ Wifi Dongle	1	20		
10.3	48V 5KW Hybrid Inverter Including WIFI	1	20		
10.4	Deep Cycle AGM <u>Battery 120 Ah Deep Cycle Gel Battery 12v</u>	1	20		
10.5	<u>Lithium Battery 12.8v 22ah</u>	1	20		
10.6	<u>12.8v 100ah 1.28Kwh Lithium Battery</u>	1	40		
10.7	<u>12.8v 200ah 2.56Kwh Lithium Battery</u>	1	20		
10.8	2.56 KWh 25.6V 100AH Lithium LifePO4 Battery wit wall mount	1	20		
10.9	LiFePO4 5.12kWh 51.2V Lithium Battery	1	30		
10.10	<u>Solar Panels 460w Mono Solar Panel Mono PERC</u>	1	80		
10.11	Charge Controller MPPT 150/35	1	20		
10.12	24/12-9A (110W) Isolated DC-DC Converter	1	20		
10.13	MPPT 250/60-Tr 12/24/36/48V-60A	1	20		
10.14	Solar panel mounting bracket Full Set	1	20		
10.15	<u>PV Solar Panel Solar Extension Cable 6mm</u>	1	20		
10.16	<u>Populated Distribution Board Box DC PV</u>	1	20		
10.17	Precision Battery monitor tool 9-90VDC	1	20		
10.18	COC Certificate on Pole Installation	1	1		
10.19	Full Commissioning and Installation of 1 set of Inverter/Battery/ Solar Panels on Pole (Include Consumables, Fuses and DB Boxes)	1	1		
	<b>SUBTOTAL INCL VAT SECTION E</b>			<b>R</b>	<b>R</b>
11	<b>SECTION F: Guard monitoring system</b>	Unit	Qty	Unit price	Amount

	<b>and Vehicle monitoring system</b>				
11.1	Enterprise Monitoring Platform -Client App - Dashboards and Reports -Mobile Dispatch - Tracking Alarm Monitoring and Dispatcher Suite: CRM, Reports, Click-to-dial, 24/7 support, clocking points, Digital Dispatch Management, Client Mobile app, Auto Dispatch and In-App Navigation, Include Electronic Occurrence (36 Months SLA - Include Annual Escalation)	1	1		
11.2	Vehicle Mobile Device monitoring system, including all software and hardware for 20 vehicles (36 Months SLA - Include Annual Escalation)	1	40		
11.3	GSM Base Mobile with GPS and Voice Recording (36Months – Include Annual Escalation)	1	8		
11.4	GSM PTT Portable Radio (Voice Recording, GPS) (36 Months - Include Annual Escalation)	1	40		
11.5	Implementation and Training (Per Day)	1	1		
	<b>SUBTOTAL INCL VAT SECTION F</b>			<b>R</b>	<b>R</b>
<b>12</b>	<b>SECTION G: Labour for maintenance (CCTV, intruder detection, access control)</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Amount</b>
12.1	Non - scheduled item marked up %	_____ %			
12.2	Annual Escalation Fees on Hardware (13-24 Months and 25-36 Months)	_____ %			
12.3	Labour rate technician skilled – normal hours	hour	1		Rate only
12.4	Labour rate technician skilled – overtime hours	hour	1		Rate only
12.5	Labour rate technician semi-skilled –normal hours	hour	1		Rate only
12.6	Labour rate technician semi-skilled – overtime hours	hour	1		Rate only
12.7	Labour rate skilled IT technician – normal hours	hour	1		Rate only

12.8	Labour rate for skilled electrician – normal hours	hour	1		
12.9	Additional Services for Project Manager per hour – normal hours	hour	1		
12.10	Health & Safety Officer – normal hours	hour	1		
12.11	Travel rates per km	km	1 km		
12.12	Technical Project Manager (PSIRA(CDE), CCTV, NETWORKING) (36 Months SLA - Include Annual Escalation)		1		
12.13	CCTV and Alarm Technician (PSIRA CDE, CCTV, ALARMS, NETWORKING) (36 Months SLA - Include Annual Escalation)		1		
<b>13</b>	<b><u>SECTION H: Labour for training (CCTV, intruder detection, access control)</u></b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount</b>
13.1	Deliver of practical/operational training sessions in Occurrence Book for 5 x staff for five separate sessions (4 Hours per Session)	No. of training sessions	05		
13.2	Deliver of practical/operational training sessions in CCTV, Intruder Detection and Access Control hardware and software for 5 x operators for five separate sessions. (8 Hours per Session)	No. of training sessions	05		
13.3	Training for Enterprise Monitoring Platform (Control Room Operators and Mobile Vehicle units) (Per Hour)	hours	40		
	<b>SUBTOTAL INCL VAT SECTION H</b>			<b>R</b>	<b>R</b>
<b>14</b>	<b>SECTION I: SOFTWARE SYSTEMS</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Amount</b>
14.1	Electronic Occurrence Book software once off cost	No. of	1		
14.2	Electronic Occurrence Book software annual license cost for 3 years	Per year	3		
14.3	Integration Platform to 3 <sup>rd</sup> party control systems, Alarm & Event Monitoring software	No. of	1		
14.4	Integration Platform to 3 <sup>rd</sup> party control systems, Alarm Monitoring software annual	Per year	3		

	license cost for 3 years				
14.5	Professional Case Management, Profiling, Risk Assessments software	No. of	1		
14.6	Professional Case Management, Profiling, Risk Assessments software annual license cost for 3 years	Per year	3		
14.7	Mobile application software	No. of	1		
14.8	Mobile application software annual license cost for 3 years	Per year	3		
14.9	Compliance Management & Auditing software	Per year	1		
14.10	Compliance Management & Auditing software annual license cost for 3 years	Per year	3		
14.11	Data visualizing and Analytic software	Per year	1		
	<b>SUBTOTAL SECTION I</b>			<b>R</b>	<b>R</b>
<b>TOTAL AMOUNT SECTION A, B, C, D, E, F, G, H &amp; I</b>				<b>R</b>	<b>R</b>
	Contingency for unforeseen				<b>R200 000</b>
	<b>SUBTOTAL</b>				
	<b>ADD 15% VAT</b>				
	<b>TOTAL CARRIED FORWARD TO FORM OF OFFER</b>			<b>R</b>	<b>R</b>
<b>15</b>	<b><u>Labour and Rates ONLY separate to tender offer. This is for ad hoc labour requests</u></b>	<b>Unit</b>	<b>Qty</b>	<b>Unit price</b>	<b>Amount</b>
15.1	Percentage mark up on new or unspecified Material	Percentage	_____ %		
15.2	Non - scheduled item marked up %	Percentage			

15.3	Labour rate technician skilled – normal hours per hour	Hour	1hr		
15.4	Labour rate technician skilled – overtime hours per hour	hour	1hr		
15.5	Labour rate technician semi-skilled – normal hours per hour	hour	1hr		
15.6	Labour rate technician semi-skilled – overtime hours per hour	Hour	1hr		
15.7	Labour rate skilled IT technician – normal hours	Hour	1hr		
15.8	Project Manager per hour	Hour	1hr		
15.9	Health & Safety Officer per hour	Hour	1hr		
15.10	Travel rates per km	Km	1km		
15.11	Data Analyst	hour	1hr		
15.12	Data Capturer	hour	1hr		
15.13	Program Administrator	hour	1hr		
15.14	Business Analyst	hour	1hr		
15.15	Risk Manager	hour	1hr		

- Quantities will vary depending on budget allocation and site requirements.
- Due to technological developments items listed shall be upgraded to newer models/ranges as required
- Prices are valid for 120 days from closing date of tender
- The Service Provider may be requested to provide materials or products not specified in Annexure A.

Note – The CITY OF MBOMBELA reserves the right to only implement certain software & hardware, in order of priority, as and when required over a period of time.

## **PROJECT PHASES**

<b><u>Phase</u></b>	<b><u>Description</u></b>	<b><u>Time Frame for installations</u></b>
Phase 1	Supply, install and maintain Central Control Room (Including: Alarm and CCTV Monitoring and Control Room Operators, Wide Area Network)	2 months
Phase 2	Supply, install and maintain full CCTV, Intruder detection & Access Control (systems at 25 x different sites)	6 months
Phase 3	Supply, install and maintain full CCTV, Intruder detection & Access Control systems at 35 x different sites	6 months
Phase 4	Supply, install and maintain full CCTV, Intruder detection & Access Control systems at 40 x different sites	6 months

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

MBD 3.1

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED, NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder..... Bid number: COM155/2025

Closing Time 11:00 on **3 JULY 2026**

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QTY	DESCRIPTION	BID PRICE IN RSA CURRENTLY (INCLUDING VAT)
-	Required by:	.....	
-	At:	.....	
-	Brand and model	.....	
-	Country of origin	.....	
-	Does offer comply with specification?		<b>*YES/NO</b>
-	If not to specification, indicate deviation(s)	.....	
-	Period required for delivery	.....	<b>*Delivery: Firm/not firm</b>
-	Delivery basis (all delivery costs must be included in the bid price)	.....	

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

Any enquiries regarding the bidding procedure may be directed to –

Procurement enquiries  
Christopher Nkambule  
P.O Box 45  
Mbombela  
1200  
Tel: 013 759 2358

Or

For technical information  
Jomo Malupe  
  
013 759 9217

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5Tax Reference Number:.....

3.6VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? .....**YES / NO**

3.8.1If yes, furnish particulars.....

.....

<sup>1</sup>MSCM Regulations: “in the service of the state” means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9Have you been in the service of the state for the past twelve months? .....**YES / NO**

3.9.1If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?.....**YES / NO**

3.10.1 If yes, furnish particulars.

.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

3.11.1 If yes, furnish particulars

.....  
.....

3.12 Are any of the company's directors, trustees, managers, Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....  
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? ..... **YES / NO**

3.13.1 If yes, furnish particulars.

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....  
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.**

Item no.	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
A total of 15 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements -			
1.	for 100% black person or people owned enterprise	5 points	
2.	for at least 30% woman or women shareholding or owned enterprise	2.5 points	
3.	For at least 30% youth shareholding or owned enterprise	2.5 points	
4.	for at least 30% people living with disability shareholding or owned enterprise	2.5 points	
A total of 5 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP -			
5.	for enterprise regarded as EME located within the City of Mbombela.	2.5 points	
6.	for valid B-BBEE level 1 contribution (SANAS accredited B-BBEE certificate for generic enterprise, and for EME and SME a sworn affidavit or CIPC issued certificate confirming annual turnover and level of Black Ownership).	5 points	
<b>The City will utilize the CSD report for the above-mentioned information.</b>			

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

	..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax Compliance Status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding 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.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE:.....	

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity  
as.....accept your bid under reference number  
.....dated.....for the  
rendering of services indicated hereunder and/or further specified in the  
annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the  
terms and conditions of the contract, within 30 (thirty) days after receipt of an  
invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE:.....

**2.2 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a) take all reasonable steps to prevent such abuse;
  - b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

\_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**AUTHORITY TO SIGN A BID**

**1. COMPANIES AND CLOSE CORPORATIONS**

- a. **If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors**, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid
- b. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, **a resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

**PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY / MEMBERS OF THE CC**

<b>Date Resolution was taken</b>			
<b>Resolution signed by (name and surname)</b>			
<b>Capacity</b>			
<b>Name and surname of delegated Authorized Signatory</b>			
<b>Capacity</b>			
<b>Specimen Signature</b>			
<b>Full name and surname of ALL Director(s) / Member (s)</b>			
<b>Is a CERTIFIED COPY of the resolution attached?</b>		<b>YES</b>	<b>NO</b>
<b>SIGNED ON BEHALF OF COMPANY / CC:</b>		<b>DATE:</b>	
<b>PRINT NAME:</b>			
<b>WITNESS 1:</b>		<b>WITNESS 2:</b>	

**2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)**

I, \_\_\_\_\_, the undersigned, hereby confirm

that I am the sole owner of the business trading as \_\_\_\_\_

**3. PARTNERSHIP**

We, the undersigned partners in the business trading as \_\_\_\_\_

hereby authorize Mr/Ms \_\_\_\_\_ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

<b>CERTIFICATE OF AUTHORITY FOR JOINT VENTURES</b>
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**This returnable schedule is to be completed by JOINT VENTURES**

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr/Ms \_\_\_\_\_  
 \_\_\_\_\_ authorized signatory of the Company/Close  
 Corporation/Partnership (name) \_\_\_\_\_, acting in the capacity  
 of lead partner, to sign all documents in connection with the tender offer and any contract resulting  
 from it on our behalf.

<b>1. Name of firm</b> (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

<b>2. Name of firm</b>			
Address			
		Tel. No.	
Signature		Designation	

<b>3. Name of firm</b>			
Address:			
		Tel. No.	
Signature		Designation	

<b>4. Name of firm</b>			
Address			
		Tel. No.	
Signature		Designation	

**NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.**

**EVALUATION CRITERIA**

**SUPPLY CHAIN POLICY USING 80/20 PREFERENCE POINT SYSTEM**

		<b>MAXIMUM POINTS TO BE ALLOCATED</b>	<b>POINTS CLAIMED BY TENDERER</b>	<b>ALLOCATED POINTS</b>
<b>PRICE (80 POINTS)</b>	<b>PRICE</b>	<b>80</b>		
	<b>SUB TOTAL</b>	<b>80</b>		
<b>PREFERENTIAL GOALS (20 POINTS)</b>				
	<b>PREFERENTIAL GOALS</b>	<b>20</b>		
	<b>SUB TOTAL</b>	<b>20</b>		
<b>TOTAL</b>		<b>100</b>		