

NATIONAL SCHOOL OF GOVERNMENT

This Request for Quotation must be completed by an NSG official.

Request for Quotation – RFQ	
From: Khumbudzo Mashau	Email: khumbudzo.mashau@thensg.gov.za
Phone: 012 441 6138	Date of RFQ issue: 07 July 2026
Closing Date: 13 July 2026	Closing Time: 11:00am

Commodity: Provision of Visitors Management System for a period of 12 months

Please note: Validity of RFQ = 60 days.

Request for Quotation for the provision of Visitors Management system												
<p><u>TERMS OF REFERENCE FOR VISITORS MANAGEMENT SYSTEMS FOR A PERIOD OF 12 MONTHS</u></p> <ul style="list-style-type: none"> Device Locations <table border="1"> <thead> <tr> <th>Location</th> <th>Device Type</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Main Gate</td> <td>Mobile Devices</td> <td>2</td> </tr> <tr> <td>Reception</td> <td>Apple ipad</td> <td>2</td> </tr> <tr> <td>Conference</td> <td>Mobile Devices</td> <td>3</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Functional Requirements <p>The system must provide:</p> <ul style="list-style-type: none"> Electronic visitor registration. Visitor pre-registration. Visitor check-in and check-out functionality. Host notifications. Visitor photo capture. QR code generation per conference delegate and scanning. Conference and event management functionality. Vehicle registration functionality. Real-time visitor tracking. Audit trail reporting. Monthly management reports. Support Android Devices (optional) 	Location	Device Type	Quantity	Main Gate	Mobile Devices	2	Reception	Apple ipad	2	Conference	Mobile Devices	3
Location	Device Type	Quantity										
Main Gate	Mobile Devices	2										
Reception	Apple ipad	2										
Conference	Mobile Devices	3										

3. Reporting Requirements

The system shall generate:

- Monthly visitor statistics.
- Daily visitor registers.
- Vehicle access reports per day.
- Conference attendance reports per day.

4. Support and Maintenance

The bidder shall provide:

4.1. Technical Support

Software Installation for:

- Conference tag scanners X3.
- iPad at reception X2
- Vehicle scanners X2
- Provision of mobile device charger X2

4.2. Corrective Maintenance

- Fault repairs services.
- Labour and parts excluding consumable.

4.3. Service Levels

- **Critical incidents:** Response within 4 hours.
- **Major incidents:** Response within 8 hours.
- **Minor incidents:** Response within 24 hours.

5. The RFQ will be evaluated in two (02) stages.

- **The first stage of evaluation:** Bidders will be evaluated on mandatory requirements.
- **Second stage of evaluation:** Price and BBBEE and specific goals

ELIGIBILITY/MANDATORY REQUIREMENTS	Comply	Not Comply
Proof of National Treasury Central Supplier Database (CSD Summary report)		
Conformance to the Scope of Work/ Terms of Reference (ToR)		
Completion of SBD 4. & 61		
Copies of ID documents as per the CIPC composition of active Directors/ Owners.		

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	Valid Company Registration Document (CIPC)		
	<p>The bidder must submit at least one (1) signed reference letter from a client for whom a Visitor Management System (VMS) or similar electronic access control/visitor registration solution was provided. The reference letter must:</p> <ul style="list-style-type: none"> Be on the client's official letterhead. Include the client's contact details. Specify the scope of services rendered. Be signed by an authorized representative of the client. 		

6. Pricing Schedule

Item	Description	Quantity	Unit	Unit Price	Unit Price	Total Price
Technical Support	Software installation & updates : <ul style="list-style-type: none"> Conference tag scanners X3. iPad at reception X2 Vehicle scanners X2 Provision of mobile device charger X2 	7 X12	Per device			
Corrective Maintenance	Fault repair (labour + parts, excluding consumables)		Per call out			
Software Support	Visitors Management Software License which will pull daily & monthly reports		Per annum			
TOTAL PRICE INCLUSIVE OF VAT FOR 12 MONTHS						

Please note:

1. All prices must be VAT inclusive. If no indication is given, prices will be evaluated as inclusive.
2. The quotation must be submitted on the letterhead of the company.

3. **No quotations received after the closing date will be accepted.**

Please e-mail your Quotation to the National School of Government (NSG) at the e-mail address SCM.Projects@thensg.gov.za.