



AGRICULTURAL RESEARCH COUNCIL

SPECIFICATION FOR CO0022607RFQ00000001

Maintenance, repair, troubleshooting and commissioning of access control and security door systems at Central Office

Bidder's Name:.....

CSD number:

Total Price:

MAINTENANCE, REPAIR, TROUBLESHOOTING AND COMMISSIONING OF ACCESS CONTROL AND SECURITY DOOR SYSTEMS AT CENTRAL OFFICE

1. BACKGROUND

The Agricultural Research Council (ARC) is a Research Science and Technology institution of excellence in South Africa. The ARC has a mandate for innovative and creative agricultural research, technology development and transfer aimed at the advancement of South African agriculture. Its operations are overseen by the ARC Council which is appointed by and accountable to the Minister for Agriculture.

As part of the ongoing efforts to ensure workplace safety and compliance with occupational health standards, the ARC requires the maintenance, repair, troubleshooting and commissioning of access control and security door systems at Central Office

2. PURPOSE

The Agricultural Research Council (ARC) invites suitably qualified and experienced service providers to submit quotations for the inspection, fault finding, maintenance, repair, testing, and commissioning of the existing access control and security door systems at the Central Office.

The current challenges include:

- Security door magnets not functioning properly;
- Access controlled doors not operating as intended; and
- Possible faults within the access control infrastructure, power supply, locking mechanisms, controllers, or associated components.

Due to uncertainty regarding the exact cause and extent of the faults, a compulsory site briefing and inspection session will be conducted to allow service providers to assess the system and obtain a clear understanding of the required work. It should be noted that the ARC makes use of Softcon.

3. SCOPE OF WORK

The appointed service provider will be required to conduct, but not be limited to, the following:

3.1 Inspection and Fault Finding

- Conduct a full assessment and diagnostic investigation of the existing access control and security door systems;
- Identify faults affecting:
 - Magnetic locks (maglocks);
 - Access controlled doors;
 - Door release mechanisms;
 - Access control panels/controllers;
 - Power supply units and batteries;
 - Cabling and network connections;

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- Door sensors and push-to-exit devices;
- Integration between access control hardware and software;
- Provide a detailed fault report indicating:
 - Root causes of failures;
 - Components requiring repair or replacement;
 - Recommendations for restoring full functionality.

3.2 Maintenance and Repairs

The successful bidder shall:

- Repair or replace faulty magnetic locks;
- Repair non-functional access-controlled doors;
- Replace damaged wiring, power supplies, relays, controllers, or accessories where required;
- Re-align and calibrate doors and locking systems;
- Test all repaired systems for proper operation;
- Ensure all access points function correctly and safely.

3.3 Testing and Commissioning

- Perform full operational testing of the repaired systems;
- Verify functionality of:
 - Door locking/unlocking;
 - Access card readers;
 - Emergency release functions;
 - Exit buttons;
 - Alarm integration (if applicable);
- Commission the repaired systems and hand over in full working condition.

3.4 Reporting

The service provider must submit:

- A detailed assessment report;
- Repair and replacement report;
- List of replaced components;
- Test and commissioning report;
- Warranty details for replaced equipment and workmanship.

4. COMPULSORY BRIEFING SESSION / SITE INSPECTION

A compulsory briefing session and site inspection will be conducted to:

- Allow bidders to inspect the existing systems;
- Assess the extent of faults and required repairs;
- Obtain clarity regarding system configuration and operational challenges.

Failure to attend the compulsory briefing session may result in disqualification.

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Details:

- **Venue:** ARC Central Office
- **Address:** 1134 Park Street, Hatfield
- **Date:** 16/07/2026
- **Time:** 11:00

5. TERMS OF REFERENCES

5.1 Contractors shall provide to the ARC (accompanying the bid document on the closing date/time) with the following administrative and compulsory information as listed in the format below:

- a) A valid Tax PIN copy from SARS.
- b) Completed and Signed Standard Bidding Documents (SBD forms)
- c) Central Supplier Database **latest** report (CSD report) showing a tax compliant status for the duration of the bidding process.

5.2 Mandatory Requirement

NB: Bidders who do not meet mandatory requirements will be disqualified and not evaluated further

The following documents are required:

Document that must be submitted	Non-submission may result in disqualification.	
PSIRA Business Certificate	Yes / No	Bidders required to submit a certified copy of a PSIRA Business Registration certificate.
At least Three reference letters on similar projects	Yes / No	Bidders must submit three or more reference letters of successfully completed related or similar projects.
PSIRA Director's Registration Certificate	Yes / No	Bidders required to submit a certified copy of a PSIRA Director's Registration certificate under the company
Valid letter of good standing from PSIRA	Yes / No	Bidders required to submit a certified copy of a PSIRA good standing certificate/ confirmation
UIF	Yes / No	UIF proof of registration or compliance letter
COIDA certificate	Yes/ No	Bidders required to submit COIDA Letter of Good standing

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Softcon certification	Yes/ No	Softcon letter of good standing or accreditation letter.
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6. 5. PRICING SCHEDULE

Interested suppliers are requested to provide a detailed quotation that includes the following:

Item Description	Quantity	Unit cost	Vat	Total Cost
Fault finding and diagnostic assessment (including detailed report)	1	R	R	R
Repair and commissioning of access-controlled doors (excluding replacement parts)	8	R	R	R
Replacement magnetic lock (if required)	Rate	R	R	R
Replacement power supply unit (if required)	Rate	R	R	R
Replacement backup battery (if required)	Rate	R	R	R
Replacement access control reader (if required)	Rate	R	R	R
Replacement door release button (if required)	Rate	R	R	R
Replacement door contact sensor (if required)	Rate	R	R	R
Replacement controller/relay/module (if required)	Rate	R	R	R

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Cabling and electrical repairs (per metre or per repair)	Rate	R	R	R
Testing, commissioning and handover	1	R	R	R
Total				R
Vat				R
Contingency (This amount belongs to ARC, the use of it is subject to the approval by the project manager)				8%

- Provide warranty on workmanship and replaced components.

DELIVERABLES

The appointed service provider shall provide:

1. Fault finding and assessment report;
2. Repaired and operational access control system;
3. Functional magnetic locking systems;
4. Commissioning and testing report;
5. Warranty documentation.