

 Transport Education Training Authority <i>Driven by Vision</i>	TERMS OF REFERENCE
PURPOSE:	APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT AN ACCESS CONTROL SYSTEM ACROSS ALL TETA OFFICES (RANDBURG, CAPE TOWN, DURBAN, LIMPOPO AND MP)

1. INTRODUCTION

The current access control system contract across all five (5) TETA offices expired on the 31st of March 2026. It is therefore necessary to procure a renewed and enhanced access control solution to ensure uninterrupted security, operational efficiency, and accurate workforce management.

The existing system was initially implemented during the COVID-19 period, primarily for temperature screening. Since then, organizational requirements have evolved, and the system is now primarily used for:

- **Time and attendance management**
- **Access control to buildings and restricted areas**

These functions are critical for maintaining secure premises, monitoring employee attendance, and supporting compliance with internal governance frameworks.

Currently:

- The Randburg office has an advanced system, including number plate recognition and biometric access control
- Other offices (Durban, Polokwane, Mbombela, and Cape Town) have limited access control, mainly at entry points and server rooms as the facilities are rented.

This inconsistency presents operational and security risks, necessitating a standardized and enhanced solution across all offices.

The objective of this project is to implement a standardized, secure, and integrated access control system across all TETA offices to:

- Strengthening physical security
- Improve time and attendance accuracy
- Ensure controlled access to sensitive areas
- Support compliance, reporting, and audit requirements
- Ensure business continuity through a reliable system

2. PURPOSE

The purpose of this RFQ is to appoint a qualified and experienced service provider for the supply, installation, configuration, support, and maintenance of a standardized and enhanced access control system across all five (5) TETA offices.

3. SCOPE OF WORK

TETA invites proposals from experienced security technology providers for the supply, installation, configuration, commissioning, maintenance, and support of an integrated biometric access control and time attendance system.

The scope of work should include, but not be limited to, the following:

3.1 Supply and Installation of Biometric Access Control Devices

- 3.1.1 Supply enterprise-grade biometric devices for access control and time attendance management.
- 3.1.2 Devices must support **fingerprint, RFID card, PIN authentication, a combination thereof or any similar technology.**
- 3.1.3 All biometric devices supplied must carry a minimum OEM warranty of three (3) years.
- 3.1.4 Install and commission all biometric devices, readers, control panels, electromagnetic locks, exit buttons, boom gates integration interfaces, and related accessories.

3.2 Access Control System Configuration

- 3.2.1 Configure user profiles, access levels, time zones, attendance rules, and reporting structures.
- 3.2.2 Configure entry and exit logging for all controlled doors.
- 3.2.3 Configure vehicle access integration at Randburg Head Office with number plate recognition functionality.
- 3.2.4 Configure secure access to critical infrastructure rooms including server rooms.

3.3 Time and Attendance Management

- 3.3.1 Integrate all biometric devices into a centralized attendance monitoring platform.
- 3.3.2 Provide clock-in and clock-out attendance records with reporting functionality.
- 3.3.3 Provide audit trail reports, absenteeism reports, lateness reports, and attendance summaries.

3.4 Centralized Management Software

- 3.4.1 Provide a centralized management console/dashboard accessible by authorized TETA personnel.
- 3.4.2 Provide real-time monitoring of all access points.
- 3.4.3 Provide event logs, attendance logs, exception alerts, and user management.

3.5 Maintenance and Support

- 3.5.1 Provide full maintenance and technical support for a period of twelve (12) months from date of commissioning.
- 3.5.2 Provide preventative maintenance at least quarterly.
- 3.5.3 Provide repair and replacement of faulty devices during the support period.
- 3.5.4 Provide firmware upgrades, software patches, and system health monitoring.

3.6 Training and Skills Transfer

- 3.6.1 Provide administrator training to TETA ICT and Facilities personnel.
- 3.6.2 Provide end-user training where required.
- 3.6.3 Provide detailed user manuals, technical documentation, and SOPs.

3.7. Pricing

Pricing must include travel costs to 4 remote Offices (Durban, Limpopo, MP and Cape Town).

3.8. Detailed Access Control & Biometrics Deployment Table

	Office Floor	Wing/Area	Entry Type	Biometric / Technology	Notes
Randburg		Main Entrance	Pedestrians Gate	Fingerprint	Integrated with access control
Randburg		Parking Entrance	Vehicle Gate	Number Plate Recognition Camera	Automatic vehicle entry
		Parking Exit	Vehicle Gate	Fingerprint	vehicle exit
		Ground Floor	Securities	Fingerprint (Entry & Exit)	Time and Attendance
Randburg	All Floors	Office Wings (6)	Access Door	Fingerprint (Entry & Exit)	Controlled staff movement
Randburg	Basement	Entrance	Secure Door	Fingerprint (Entry & Exit)	Time and Attendance
Randburg	2 nd Floor	Server Room	Secure Door	Fingerprint (Entry & Exit)	Restricted high-security access
Durban		Main Entrance	Access Door	Fingerprint (Entry and Exit)	Time and Attendance
Durban		Server Room	Secure Door	Fingerprint (Entry and Exit)	Restricted
Polokwane		Main Entrance	Access Door	Fingerprint	Time and Attendance
Polokwane		Server Room	Secure Door	Fingerprint (Entry and Exit)	Restricted
Cape Town		Office Wing	Access Door	Fingerprint (Entry & Exit)	Time and Attendance
Cape Town		Server Room	Secure Door	Fingerprint	Restricted
Mpumalanga		Office Wing	Access Door	Fingerprint (Entry & Exit)	Time and Attendance
		Server Room	Secure Door	Fingerprint	Restricted

3.9. DELIVERABLES

The service provider must deliver:

- Fully installed biometric access control system
- Configured time and attendance system
- Integrated reporting capability
- User training and documentation
- Maintenance and support plan

3.10. PROJECT DURATION

- Implementation: 4–8 weeks
- Support & Maintenance: 12 months

3.11. REPORTING AND GOVERNANCE

- Regular progress reports during implementation
- System performance reports during support phase
- Compliance with TETA ICT governance policies

4. PROPOSAL SUBMISSION

Interested contractors should submit a proposal that includes:

- i. Detailed methodology and approach (Brand specific)
- ii. Timeline and milestones
- iii. Cost estimate
- iv. Qualifications and Experience of the resources
- v. Reference letters where a similar project was implemented

GENERAL REQUIREMENTS

- All equipment must be new and compliant with industry standards
- Installation must minimize disruption to operations
- The solution must be secure, scalable, and future proof

5. EVALUATION CRITERIA

This bid will be evaluated in three (3) stages as follows:

Stage 1 - Pre-Compliance (Administrative Compliance) Evaluation

Administrative Requirements

Mandatory Requirements

Stage 2 - Quality / Technical Proposal Evaluation

Stage 3 - Price and Specific Goals Evaluation

5.7. PRE-COMPLIANCE EVALUATION - (STAGE 1)

After the receipt of bids, Supply Chain Management Unit will conduct administrative compliance of bid submissions based on the following mandatory and administrative requirements:

5.7.1. MANDATORY REQUIREMENTS

Bidders who fail to meet the following mandatory requirements will be disqualified at Pre- Compliance Phase:

Criterion	Requirement
Pricing / Costing Schedule	• Submit the Pricing Proposal / Costing Schedule Electronic submission via email to supply Chain Department.
Declaration of Interest (SBD 4)	• The bidder must fully complete and sign the Declaration of interest form electronically or in black ink. For JV or consortium both parties must complete and sign this declaration, per company.
SARS Pin / CSD Supplier Number	• The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. • If SARS Pin is not submitted provide CSD Supplier Number. In a case of a JV, both companies' Tax Clearance Certificates or SARS pins must be submitted.
Central Supplier Database Registration	• The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof)
Proof of authorized Enterprise biometric access control implementation Installers.	• The service provider must have OEM accredited/authorized installers for proposed biometric devices
Track record and References	• The service provider must provide Reference Letter/s demonstrating that Enterprise biometric access control implementations projects were satisfactory delivered over a period of three (3) years from contactable existing/recent clients within the past three (3) years. • Letters must be on the company letterhead and must be dated and signed. The letters must state the start and end date of the project.

	• No appointment letters / SLA agreements from clients will be accepted as reference letters
Company Experience	• Service providers should have a minimum of three (3) years' experience in Enterprise biometric access control implementations. The experience will be evaluated from the letters provided and a completed experience schedule. • NB. Complete the respective schedule of the Request for Bid (RFB) and support the listed projects with reference letters.
Project plan	• The service provider must submit a detailed project plan on how the project will be delivered.
CIDB grading of EB/EP 2	• The Service provider must be actively registered with a CIDB grading of EB/EP 2 or higher.

5.7.2. Administrative Requirements

As part of the administrative compliance evaluation, the bidder must also furnish the following documents:

Criterion	Requirement
Unsigned bid documents	For any unsigned documents, bidders will be given 48 hours to submit signed documents.
B-BBEE Certificate	- Preference Points Schedule (B-BBEE) form SBD 6.1 must be completed and signed. - A certified copy of the B-BBEE Certificate must be submitted (not a certified copy of a copy). - Submit a valid BBBEE Verification Certificate from SANAS Accredited Verification Agency / Registered Auditor approved by IRBA. The Qualifying Small Enterprise (QSE) and Exempted Micro Enterprises (EME) must submit an affidavit stamped and signed by the Commissioner of Oath confirming the Company Annual Total Revenue and level of black ownership. - Failure to submit a valid B-BBEE Certificate will result in a bidder losing preference points. - In a case of a JV, a combined B-BBEE Certificate must be submitted together with a JV Agreement signed by both parties.
CIPC Documents	- The bidder must provide certified copies of Company / Close corporation registration certificates issued by CIPC. - Bidders must confirm their company registration with CIPC as TETA will not award any tender to any business that appears on the CIPC List of de-registered businesses.
Identity Documents of Directors/Owners or List of Directors	- Certified copies of Directors/Owners Identity Documents - OR - List of directors NB. Documents are needed to claim for Specific Goals.
Company Profile including HDI status	The bidder is required to provide company background information materials / Company Profile

General Conditions of Contract/Bid	The bidder must accept General Conditions of Contract / Bid and provide full and accurate answers posed in this section.
Letter of Authority of Signatory	The bidder is required to provide a Letter of Authority of Signatory to sign the bid submission, signed and in the company's Letter Head.
Submission of Employment Equity (EE) Compliance Certificate	The Service Provider must submit Employment Equity Act (EEA) Compliance Certificate or a Declaration as conclusive evidence that the

5.8. QUALITY EVALUATION – (STAGE 2)

TETA applies the provisions of the **Preferential Procurement Policy Framework Act**, (Act no. 5 of 2000) and the **Preferential Procurement Policy Framework Act Regulations of 2022**.

NB. The following values with their meanings will be applied for evaluation purposes:

Values: 1 = Poor 2 = Average 3 = Good 4 = Very Good 5 = Excellent

The scores will be allocated according to the following **EVALUATION MATRIX** for assessment of bids:

No.	QUALITY EVALUATION	Weighting								
1.1 Company experience	EXPERIENCE IN THE PROVISION AND MAINTENANCE OF ENTERPRISE BIOMETRIC ACCESS CONTROL IMPLEMENTATION (100) POINTS The company must have a minimum of three (3) years’ experience in the provisioning and maintenance Enterprise Biometric access control Implementation. NB. This experience will be validated against the references furnished below NB. The bidder must complete the respective Company Experience Schedule, and this information must correspond with the information on the reference letters in order to be allocated points Where there are discrepancies between the information on Company Experience Schedule and reference letters, TETA reserves the right to award no points to a bidder. Years of experience in the provisioning and maintenance of Enterprise Biometric access control services: <table><tr><td>5 yrs and more</td><td>Excellent (5)</td></tr><tr><td>More than three (3) years to less than five years</td><td>Very Good (4)</td></tr><tr><td>3 Years</td><td>Good (3)</td></tr><tr><td>Less than 3 years</td><td>Poor (0)</td></tr></table>	5 yrs and more	Excellent (5)	More than three (3) years to less than five years	Very Good (4)	3 Years	Good (3)	Less than 3 years	Poor (0)	100
5 yrs and more	Excellent (5)									
More than three (3) years to less than five years	Very Good (4)									
3 Years	Good (3)									
Less than 3 years	Poor (0)									

NB: Bidders that score less than 70 points out of 100 points on Quality Evaluation will not be evaluated further on Price and Specific Goals Evaluation.

5.9. PRICE AND SPECIFIC GOALS EVALUATION CRITERIA (STAGE 3)

5.9.1. Price Evaluation

TETA applies the provisions of the **Preferential Procurement Policy Framework Act, (Act no.5 of 2000)** and the **Preferential Procurement Policy Framework Act Regulations of 2022**.

Preferential points will be allocated using 80/20 as follows: Criteria	Points
Price	80
Specific Goals	
B-BBEE status of level contributor	10
Other Specific Goals	10
Total	100

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

Where

P_s = Points scored for price of tender under consideration

P_t = Rand value of tender under consideration

$P_{\min}$ = Price of lowest acceptable tender

5.9.2. Specific Goals Evaluation

The following Table will be used to allocate the scores as this is an 80/20 bid:

B-BBEE Status Level of Contributor	Number of Points (80/20)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non-compliant contributor	0
Other Specific Goals	10
1. Who had no franchise in national elections before	3

B-BBEE Status Level of Contributor	Number of Points (80/20)
1983 and 1993 Constitutions	
2. Who is a female	3
3. Who has disability	2
4. Who is young (youth)	2

NB: The bid will be awarded to a bidder who scores the total highest points on Price and Specific Goals Evaluation unless there is a compelling reason not to award the bid to the highest scoring bidder.

6. MONITORING PROGRESS OF ASSIGNMENTS

TETA shall monitor and evaluate the progress of the project through deliverables on an ongoing basis.

7. APPROVAL

RECOMMENDATION BY THE USER DEPARTMENT					
Recommended		☒		Not recommended	
EXECUTIVE MANAGER CORPORATE SERVICES	MS. K NKALA	Signature:		Date:	18/05/2026

APPROVAL BY SCM					
Recommended		☒		Not recommended	
SCM MANAGER	MR. Z MANGALISO	Signature:		Date:	25 May 2026

SCHEDULE OF COMPANY'S EXPERIENCE: LIST OF REFERENCES

COMPANY'S NAME: _____

No.	Name of Institution	Project Description (Name of ERP / MIS)	Project Start Date (dd/mm/yyyy)	Project End Date (dd/mm/yyyy)	Name of Reference	Contacts Details of Reference	
						Telephone No.	Email Address
1							
2							
3							
4							

ANNEXURE C: SCHEDULE OF EXPERIENCE OF BIOMETRIC ACCESS CONTROL INSTALLERS :LIST OF REFERENCES
BIOMETRIC ACCESS CONTROL PERSONNEL NAME: _____

No.	Name of Institution	Project Description	Project Start Date (dd/mm/yyyy)	Project End Date (dd/mm/yyyy)	Name of Reference	Contacts Details of Reference	
						Telephone No.	Email Address
1							
2							
3							
4							