



BID NO: COM 32/2023

**MONITORING (ALARMS, CCTV), RAPID
RESPONSE TO INCIDENTS DETECTED
AND INSTALLATION FOR CITY OF
MBOMBELA FOR A PERIOD OF 36
MONTHS**

**CLOSING DATE: 12 APRIL 2023
AT 11h00**

NAME OF BIDDER: _____

CSD REG. NO: MAAA_____



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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF MBOMBELA					
BID NUMBER:	COM 32/2023	CLOSING DATE:	12 APRIL 2023	CLOSING TIME:	11:00
DESCRIPTION	MONITORING (ALARMS, CCTV) RAPID RESPONSE TO INCIDENTS DETECTED AND INSTALLATION FOR CITY OF MBOMBELA FOR A PERIOD OF 36 MONTHS				
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]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ 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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ 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					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
Financial Management Services Supply Chain Management Christopher Nkambule Telephone Number: 013 759 2358 Email Address: christopher.nkambule@mbomela.gov.za			Community Services Security Services Mr C J Malupe Telephone Number: 013 759 9217 Email Address: jomo.malupe@mbombela.gov.za		

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:										
1.1. BIDS MUST BE SUBMITTED ELECTRONICALLY BY THE STIPULATED TIME ON THE TENDER MANAGEMENT PLATFORM. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2012, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.										
2. TAX COMPLIANCE REQUIREMENTS										
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.										
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS										
<table style="width: 100%; border: none;"><tr><td style="width: 80%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td><td style="width: 20%; text-align: right;">☐ YES ☐ NO</td></tr><tr><td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td><td style="text-align: right;">☐ YES ☐ NO</td></tr><tr><td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td><td style="text-align: right;">☐ YES ☐ NO</td></tr><tr><td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td><td style="text-align: right;">☐ YES ☐ NO</td></tr><tr><td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td><td style="text-align: right;">☐ YES ☐ NO</td></tr></table> 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.	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO									
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO									
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO									
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO									
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO									

**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: COM 32/2023
CLOSING DATE: 12 APRIL 2023 AT 11:00

**MONITORING (ALARMS, CCTV) RAPID RESPONSE TO INCIDENTS DETECTED AND
INSTALLATION FOR CITY OF MBOMBELA FOR A PERIOD OF 36 MONTHS**

Bids are hereby invited from experienced service providers for monitoring (Alarms, CCTV) rapid response to incidents and installation for City of Mbombela for a period of 36 months.

It is compulsory that service providers download a copy of the bid document that will ONLY be available as **from 10 March 2023** on the City's website: www.mbombela.gov.za on the tenders and notices' folder and National e-Tender Portal: www.etenders.gov.za, free of charge.

Duly completed bid documents and supporting documents which are, COPY OF TAX COMPLIANCE STATUS, CERTIFIED COPY OF B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE, LATEST RATES AND TAXES CLEARANCE FROM RELEVANT LOCAL AUTHORITY OR PROOF OF RES FROM A TRIBAL AUTHORITY OR LEASE AGREEMENT ACCOMPANIED BY THE LESSOR'S UPTODATE RATES AND TAXES CLEARANCE FOR BOTH THE BUSINESS DIRECTORS AND COMPANY, CSD REGISTRATION FULL REPORT (Summary Report will not be considered) and a copy of the COMPANY REGISTRATION CERTIFICATE, together with the bid document must be sealed in an envelope clearly marked: "**BID NO.: COM 32/2023 MONITORING (ALARMS, CCTV) RAPID RESPONSE TO INCIDENTS DETECTED AND INSTALLATION FOR CITY OF MBOMBELA FOR A PERIOD OF 36 MONTHS, CLOSING DATE: 12 APRIL 2023**" with the name of the bidder shall be placed in the bid box at MBOMBELA CIVIC CENTRE at 1 NEL STREET, MBOMBELA, before 11:00 on the closing date.

Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted or considered.

No briefing session shall be conducted for this tender. Technical enquiries may be directed to the project manager on the below contact details.

Bidders are advised not to commit fraudulent activities or forge documents. All abusers of the SCM system, including forging or faking of returnable documents, may be reported to SAPS and restricted from doing business with any Public Institutions for a period NOT exceeding 10 years which is in line with section 28 and 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.

A preferential point system shall apply whereby this contract will be allocated to a bidder in accordance with 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, where 80 points will be allocated in respect of price and 20 points in respect of targeted goals.

Supply Chain Management	:	Christopher Nkambule (013) 759 2358
Project Manager	:	C J Malupe (013) 759 9217
Employer	:	City Manager: Mr W. J. Khumalo
		City of Mbombela
		Po Box 45; Mbombela; 1200

NB: The results of this bid will be published on council website as prescribed on the MFMA sec 75 (1) (g) and SCM regulations, sec. 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, extended and totalled, 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, in the tenders and notices folder and National e-Tender Portal: 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 City of Mbombela 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, where 80 points will be allocated in respect of price and 20 points in respect of 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 (black pen) and all corrections made by the service provider should be dated and signed by the authorised 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.

Certified copy of B-BBEE Certificate OR Original Sworn Affidavit for B-BBEE / certified copy of a Sworn Affidavit for B-BBEE. Failure to adhere will lead in non-claiming on preferential points.

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 regarded as a FORM OF OFFER and if the forms is not completed in full and signed by the authorised 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
- CSD full registration report must **NOT** be older than **30 days** from closing date and summary report will NOT be considered)
- Valid and relevant COIDA certificate reflecting the relevant nature of business (Security Services).
- Applicable Annual Financial Statements (AFS) for the last 3 consecutive financial years.
- Company profile with CV's of key personnel
- In case of a JV / Consortium, JV agreement must be attached. Each party must submit a separate Tax Compliance Status (TCS, Full SCD report, registration certificates (CIPC), Certified copy of PSIRA Letter of Good Standing and company registration certificate with PSIRA, a copy of public liability insurance 50% on the stipulated minimum cover, Certified copy of a valid UIF Compliance Certificate and Certified copy of COIDA Certificate and a consolidated BBEE Certificate.
- Copies of municipal rates and taxes certificates from relevant local authority / proof of residential from tribal authority (if the business is operating or the directors are residing in rural areas) / lease agreement with the lessor's up-to-date municipal rates and taxes for both the business and all business directors. Prospective bidders should ensure that the physical address details of the company and directors reflected on the CSD is 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. 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, lessor and company rates are cleared with regards to the municipal rates and taxes. All accounts owing any municipality for more than 90 days will be disqualified.
- Certified copy of PSIRA Letter of Good Standing and company registration certificate with PSIRA
- Certified valid copies of Director/Shareholder registration certificate with PSIRA;

- Proof of ownership or Lease agreement and specifications for a Guard Monitoring system capable of generating reports, tracking guards' movement, panic and GPS 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.
- Certified copy of a valid UIF Compliance Certificate;
- Certified copy of COIDA Certificate
- 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;

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. 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.

6. WITHDRAWAL OF TENDER

In the event of the successful tender failing to execute the service in terms of this tender, the City 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 favourable tender.

7. 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.

8. 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.

9. BID PRICE

All prices must include transport and VAT where applicable.

All prices must be stated in South African currency (ZAR) and will be regarded firm.

Bid prices must include delivery of all services required, disbursement and VAT (if applicable).

10. OTHER CONDITIONS

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 principles.

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 REMUNURATE 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. CESSION OF ASSIGNMENT

Neither the Council nor the bidder shall cede or assign a contract for the required rendering of services or any part thereof or any benefit or interest therein or there under to third parties without having obtained written permission from the Council. Session will only be accepted when it's done with registered financial institution.

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	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 b) A Certificate issued by CIPRO in line with section 2 of the Close Corporation Act 69 of 1984 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.	Has the bidders attached a valid company registration document in line with the applicable legislation?	
2.	Company Profile	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”	Has the bidder attached a company profile and its experience is relevant to add value on this project?	

3.	Certification of documents to be submitted together with the tender document. I.e. ID Copies of business owners, qualifications, Licenses and certificates, accreditation by professional bodies, proof of ownership document, appointment letters, completion certificates, etc.	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. b) Acceptable certified copies are copies originally certified from any police station, post office, Lawyers or notary public (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. c) <i>Commissioner of Oaths stamps can be purchased at Stationary shops, but it can be custom made following the below example:</i> CERTIFIED TRUE COPY OF THE ORIGINAL DOCUMENT. THERE ARE NO INDICATIONS THAT THE ORIGINAL DOCUMENT HAS BEEN ALTERED BY UNAUTHORISED PERSONS. Designation (rank)ex officio: RSA Date: Place Business Address: Commissioner of Oaths Signature Full Names NB: All certified copies must NOT exceed three months and be originally certified.	Has the bidder certified all documents to be certified as per special conditions of bid? Check validity on the date, check if the commissioner of oaths stamp is compliant as per example copied from the Regulations.	
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4.	Central Supplier Database (CSD) Full report, (Summary report will NOT be acceptable). N/B CSD Report date should not be more than 30 days before Bid closing date.	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.	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?	
5.	Tax Compliant Status (TCS)	a) Prospective bidders are required to attach a valid TCS together with the tender document.	Has the bidder attached a valid (not expired) TCS? 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 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 (See MFMA Circular No: 90).	
6.	Certified copy of B-BBEE Certificate / affidavit for B-BBEE status level of contributor (to claim points only).	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. b) Bidders other than EMEs and QSEs MUST 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. 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	Is the copy B-BBEE Certificate valid? Is the sworn affidavit for EME / QSE in line with the threshold for EME and EME and valid? 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	

		every separate bid. NB: There is NO consolidated affidavit for B-BBEE status level of contributor. Only consolidated B-BBEE certificate will be considered for JVs / Consortium & 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 points.</i>	Regulations? Is the copy of B-BEE certificate certified by the Commissioner of Oaths reflects as prescribe on the regulations of the Act? Is the affidavit for B-BBEE stamped and signed by commissioner of oaths? I.e. full names and signature, force/practice number, designation / rank, date and address. Is the certification date not older than 3 months and original ink is clear on the document to confirm if it is originally certified?	
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 losses 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?	

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?	
9.	Latest municipal rates and taxes certificates from relevant local authority for the business and all business directors OR Proof of resident from tribal authority for the business and all business directors OR Lease agreement with the Lessor's latest municipal rates and taxes certificates from relevant local authority. NB: All accounts owing any municipality for more than 90 days will be disqualified as prescribed on the MSCM Regulations.	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. 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. 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. 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	Has the bidder attached latest municipal rates and taxes from relevant local authority for the company / business and all company directors / owners? 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? Is the account not in areas for more than 90 days (3 months)?	

		may be sent. 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 requirement is the enhance revenue in RSA municipalities as enshrined on the Municipal Systems Act 32, 2000. Failure to attach is an immediate disqualification but failure to align addresses will not be a disqualifying factor, however all addresses reflected on the both the CSD and company registration document will be subjected to this requirement.		
10.	<u>Forging of documents/certificates</u> The City has noted that prospective bidders are allegedly submitting fraudulent and forged documents when bidding for tenders. 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	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, forgery 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> 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>	Are there any suspicious / alleged fraudulent or forged documents? If yes, has the matter been reported to the nearest SAPS following correct institutional protocol? Has the matter been registered with the Registrar to enable due processes and per the Act? NB: The minutes of the	

	12 of 2004. 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 (see section 28 of this Act).		BEC / BAC should detail all the elements of alleged fraud and forged documents.	
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?	
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: - It compiles its financial statement internally and its public interest score is less than 100. - It has its financial statements compiled independently and its public interest score is between 100 and 349. - the public interest score is 350 points or more, is required for an audit to be conducted.	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.	

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 its Memorandum of Incorporation (MOI) to do so.	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?	
14.	Functionality / Quality for evaluation of complex projects	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. NB: Functionality will not be compulsory for all projects but for complex projects. Functionality criteria will vary from one project to another.	Has the bidder met the minimum threshold on functionality in order to qualify for further evaluation on price and B-BBEE? Has the bidders been scored in line with the evaluation criteria set on the tender document? All portfolio of evidence attached and certified as stated on the bid document?	

15.	The Compensation for Occupation Injuries and Diseases Act 130 of 1993 (COIDA)	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.	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?	
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TERMS OF REFERENCE

SPECIFICATIONS FOR CONTROL ROOM MONITORING (ALARMS, CCTV) AND RAPID RESPONSE TO INCIDENTS DETECTED

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 covers 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.

GLOSSARY OF TERMS

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

Reference	Explanation
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

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.
- 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

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 authorised official so appointed:-

- 5.1.1 Smart, uniformed cleanly shaven appearance (where applicable), with discipline and self-control.
- 5.1.2 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.
- 5.1.3 The ability to perform strict assigned duties and effective security services within the confines of deployment.
- 5.1.4 The recognition of criminal incidents such as theft and safety hazards.
- 5.1.5 The recognition fire hazards and competent in basic fire fighting skills as the first responder to such incidents.
- 5.1.6 Be well conversant with the Criminal Procedure Act, specifically as it relates to arrest, seizure and the use of force.
- 5.1.7 The ability to make sound independent decisions and apply corrective action in an event of any noteworthy incident on site.
- 5.1.8 Basic level of literacy, i.e. able to read and legible handwriting.
- 5.1.9 The ability to learn and adapt to the ever changing security environment.
- 5.1.10 Be of sober habits and not addicted to the uncontrolled use of alcohol and drugs that have a narcotic effect.
- 5.1.11 Be able to follow and apply locality security duties and procedures (SOP).
- 5.1.12 Proficiency in the handling of firearms (where applicable).
- 5.1.13 Proficient in the use of all allocated security equipment such as a telephone, two-way radio and pepper spray.
- 5.1.14 Perform physical or documentary checks (where applicable).
- 5.1.15 **Operate a patrol / response monitoring system** (where applicable).
- 5.1.16 **Operate a guard monitoring system** (where applicable).
- 5.1.16 Be in an acceptable physical condition in order to adequately perform the duties of a Security Officer as required by the relevant SOP.
- 5.1.17 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.

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

5.3.3 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.

5.3.4 The Municipal Head for Security or his / her nominee, or representative, reserves the right to inspect the pay sheets of Security Officers as and when required.

5.3.5 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.

5.3.6 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 **R10 million Rand cover per incident / claim**. Failure to comply will result in immediate contract termination.

5.3.7 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.

5.4 Service Levels

- 5.4.1 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.
- 5.4.2 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.
- 5.4.3 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.
- 5.4.4 Sleeping on duty is not permitted and acceptable all Security Officers shall remain totally alert throughout their shifts.
- 5.4.5 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.
- 5.4.6 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.
- 5.4.7 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.
- 5.4.8 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.
- 5.4.9 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.

- 5.4.10 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:-
- 5.4.10.1 To protect life and property, prevent and reduce crime committed against CoM property, assets and staff, to which I am assigned.
- 5.4.10.2 Abide by all PSIRA legislation.
- 5.4.10.3 To carry out my duties with honesty and integrity and to maintain the highest moral principles.
- 5.4.10.4 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.
- 5.4.10.5 To discharge my duties truthfully, accurately and prudently without interference of personal feelings, prejudices animosities or friendships to influence my judgments.
- 5.4.10.6 To report any violations of law or rule or regulation immediately to my supervisors.
- 5.4.10.7 To respect and protect information considered confidential and privileged by my employer or the Municipality.
- 5.4.10.8 To cooperate with all recognized and responsible law enforcement agencies within their jurisdiction.
- 5.4.10.9 To accept no compensation, commission, gratuity, or other advantage without the knowledge and consent of my employer.
- 5.4.10.10 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".
- 5.4.11 The following basic duty, in comparison to specific grading, serves as a compliance and deployment guideline;
- 5.4.11.1 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 fire fighting 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
- 5.4.11.2 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.

5.4.11.3 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".

5.5 Security personnel & equipment

5.5.1 Every Security Officer must be dressed in the Contractor's uniform, which shall consist of at least the following attire:-

5.5.1.1 Shirt, trousers, belt, cap (head gear).

5.5.1.2 Socks, shoes / boots.

5.5.1.3 Adequate clothing for protection against adverse weather elements.

5.5.1.4 All security officers must be clearly identifiable by means of the contractor's insignia, which shall include shoulder flashes, rank and name tags.

5.5.1.5 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.

5.5.1.6 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.

- 5.5.1.7 Failure to comply with all or part of the uniform requirements will result in a standard penalty being levied.
- 5.5.1.8 The Contractor is responsible for any other safety / security equipment necessary for the proper execution of its Security Officer's tasks.
- 5.5.2 A Security Officer must be in possession of the following:-
 - 5.5.2.1 A torch in proper working order – minimum 2 cell (for night duties).
 - 5.5.2.2 A baton or similar article approved by the Municipality's Head: Public Safety.
 - 5.5.2.3 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.
 - 5.5.2.4 A ballpoint pen – both red and black (no pencil allowed).
 - 5.5.2.5 Handcuffs.
 - 5.5.2.6 Non-lethal restraining devices (pepper spray) provided where indicated.
- 5.6 Firearms
 - All firearms issued by the contractor to its security officers, on Municipal premises, shall comply with the following requirements:-
 - 5.6.1 Firearms shall not be modified in any way that may negatively affect the safe working of the firearm.
 - 5.6.2 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.**
 - 5.6.3 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.
 - 5.6.4 The Contractor furthermore certifies that it is the owner of all firearms issued to its Security Officers.
 - 5.6.5 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.
 - 5.6.6 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.
 - 5.6.7 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:-
 - 5.6.7.1 Proficiency Certificate from a registered training service provider in the "Use of a Handgun"

5.6.7.2 Proficiency Certificate from a registered training service provider in the “Use of a Shotgun”

5.6.7.3 SASSETA Learners Achievement Certificate in either handgun or shotgun.

5.6.7.4 SAPS Competency Certificate.

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

5.6.8 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.

5.6.9 Only Pistols and pump-action shotguns are deemed suitable for the purpose of this tender and approved by the Municipality's Head of Security.

5.6.10 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.

5.6.11 The Contractor's firearms may not be stored for safekeeping purposes on Municipal premises.

5.6.12 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.

5.6.13 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.

5.6.14 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.

5.6.15 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.

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

6. CONTROL ROOM

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

- 6.1.1 It must be a separate room, office or building, specifically adapted and designed to serve as a dedicated control room for that function only.
- 6.1.2 It must be manned on a 24 hour basis by a trained bilingual operator.
- 6.1.3 It must be equipped with:
 - 6.1.3.1 A two-way radio base station, in order to facilitate communication with the various localities and mobile supervisory units.
 - 6.1.3.2 A working telephone system, to facilitate communication with the Municipality's representative and Control Room 24 hours per day.
 - 6.1.3.3 An electronic Occurrence Book, for the purpose of recording entries, including irregularities, as and when reported by the Municipality's representative to the Contractor.
 - 6.1.3.4 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.

7. INTEGRATED SECURITY SYSTEMS (ALARMS & CCTV), MONITORING AND RAPID RESPONSE

- 7.1 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.
- 7.2 **Furthermore, monitoring and response are regarded as a unit for the purposes of this tender specification and should not be considered as separate competencies.**
- 7.3 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.
- 7.4 **Monitoring will take place on the premises of the Municipalities Central Control Room.**
- 7.5 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.
- 7.6 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.

7.6.1 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.

7.6.1.1 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:

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

7.6.1.2 General criteria

The following criteria are relevant for compliance purposes:

- No criminal record.
- Not rejected by any other security site / service provider.
- Ideally the person should have previous computer experience.
- Should be able to work shifts.
- Have knowledge of crime types and basic reporting procedures.
- Ideally but not necessarily have exposure to dealing with live incidents.
- Adequate credit history.
- Advantage but not essential to have some background training in security or policing.
- Previous experience of CCTV an advantage.

7.6.1.3 Personality

The candidate must suit the following:

- Managing the monitoring function – likes working with systems, questioning, doesn't take things for granted, self-disciplined.
- Managing the critical incident condition – remains emotionally calm under pressure, self-confident, logical in approach, gathers relevant information for decisions.

- 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.

7.6.1.4 Cognitive Assessments

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

7.6.1.5 Observation and Vigilance

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

7.6.1.6 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).

7.6.1.7 Credit Checks

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

7.6.2 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:-

7.6.2.1 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).

7.6.2.2 Surveillance and Monitoring Assessment Exercise (SMAAE)

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

7.6.2.3 Induction Course

This course covers:

- General outline of an integrated security system, central & satellite control rooms and the role of CCTV within the Municipality.
- Crime hotspots.
- Types of cameras.
- Basic functions of CCTV operators.
- Equipment in control room.
- Duties of control room operators.
- Logs.
- Communications.

- Types of crime.
- Introduction to the Code of Practice, User's Manual and Policies and Procedures for a CCTV Control Room.
- Site visit to the locations of the cameras and geographical areas.

7.6.2.4 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.

7.6.2.5 Advanced Surveillance Body Language and Incident Behaviour Course. Learning outcomes include:

- Body language elements and decoding.
- Body components and their characteristics;
- Facial and micro facial expressions, hands, body posture.
- Relationships and contact dynamics.
- Recognizing detection avoidance and apprehension behaviour.
- Communication of intent.
- Identifying targets.

7.6.2.6 CCTV User Manual Training

Training on the content and use of the CCTV User Manual:

- Live video.
- Recorded video.
- Users.
- Mapping.
- Evidence collection.
- Motion detection.
- PTZ controls.
- Fault reporting.
- Logs.
- Management reports.

8. REPORTING OF IRREGULARITIES / INCIDENTS

8.1 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.

8.2 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.

8.3 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.

8.4 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 recommendations.

8.5 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.

9. PENALTY CLAUSES

- 9.1 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.
- 9.2 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.
- 9.3 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.
- 9.4 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.
- 9.5 The following penalty clauses will apply:-

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	R100

	doing security duties	
25	Provision of an incorrectly graded officer	R3000
26	Tampering or hindering operations or installations on another service providers sites	R1000

10. 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.

11. 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):-.

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

Grade	C	D
Number		

11.2 Provide details of your total PSIRA registered security officer complement:

Grade	A	B	C
Number			

11.3 Where do you train your security officers?

Institution
1)
2)
3)
4)

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

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

Amount	Insurance Company

11.6 Provide details of any other relevant information which you feel should be brought to the Municipality's attention.

11.7 Supply your company's PSIRA and SAIDSA registration number.

PSIRA Registration Number	Date of First Registration
SAIDSA Registration Number	Date of First Registration

11.8 Provide details of your Director/s, Member/s, Owner/s, and Partner/s on Annexure "A".

11.9 Provide details of the following company structures: Management, Supervisory and Support on Annexure "B".

11.10 Supply a statement of work successfully carried out by the contractor over the last 12 months or which are currently being undertaken on Annexure "C".

11.11 Provide details of

Transport/Response (vehicles)		
Year	Make & Model	Type
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

11)		
12)		

11.12 Provide details of two-way portable radios.

Number of Radios	
Leased/Company Owned	

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

11.14 Details of Firearms

Type	Numbers

MINIMUM CRITERIA

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	Liability Insurance Policy 10 million	Attach a copy of the policy document and proof of payment	
5	SAPS Firearm License for business purposes (to provide security)	Attach a copy	
6	SAPS list of company registered firearms	Attach a copy	
7	Firearm Authority Permit issued to officers who utilise a firearm in the execution of their duties	Attach a sample copy	
8	Provide a list of all officers who are competent in the handling of firearms and state type of firearm	Attach a list	
9	South African Intruder Detection Services Association membership	Attached a copy of the certificate	
10	Officer Uniform	Attach photo of officer uniform	

- Tenderers 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:-

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.

Functional Criteria	Details		Points
Company Proven track record (Company Profile)	Minimum 5 years	0-2 yrs:8pts 3-4 yrs:10pts 5+yrs:20pts	20
Proven track record in similar projects	1x Letter of reference 2x Letters of reference 4x Letters of reference	3pts 6pts 10pts	10
Control Room – PSIRA / SAIDSA standard	Fully functional Control Room with Proof of Membership (Letter) (SAIDSA/PHSIRA)	Yes:10pts Partly:8pts No:0pts	10
Site Visits	Fully Functional Control Room and live Demonstration with Clients	1-4 Sites: 5pts 5+ Sites: 10pts	10
Vehicles	Number of vehicles available to service contract (proof of registration certificate ownership)	2-5: 5pts 6-8: 8pts 9+: 10pts	10
Alarm monitoring/response in terms of SAIDSA standards	Ability to provide such service (Membership Certificate/ Letter)	Yes:10pts No:0pts	10
CCTV monitoring/response in terms of SAIDSA standards	Ability to provide such service (certificate / letter)	Yes:10pts No:0pts	10
Guard Monitoring system	Fully functional guard monitoring system. Provide specification and model/make of system	Yes: 10pts No: 0pts	10
3 Curriculum Vitae and qualifications for key personnel (Certificates)	Project Manager Technician skilled Technician semi-skilled	4 pts 4: pts 2:pts	10
Total			100

DETAILS OF DIRECTORS / MEMBERS / PARTNERS / OWNER/S

Title	Full Names	Designation	ID Number	% Share Holding	Residential Address	Contact Tel. No.

MANAGEMENT STRUCTURE (EXCLUDING ADMINISTRATION)

NUMBERS: _____

NAMES / POSITIONS IN COMPANY:

Name	Position
1)	
2)	
3)	
4)	
5)	
6)	

SECURITY EXPERIENCE (YEARS AND LOCALITIES)

Name	Years Experience	Where
A.		
B.		
C.		
D.		
E.		
F.		

SUPERVISORY STRUCTURE

NUMBERS: _____

NAMES / POSITIONS IN COMPANY:

Name	Position
1)	
2)	
3)	
4)	
5)	
6)	

SECURITY EXPERIENCE (YEARS AND LOCALITIES)

Name	Years' Experience	Where
A.		
B.		
C.		
D.		
E.		
F.		

SUPPORT STRUCTURE (ADMIN.)

NUMBERS: _____

NAMES / POSITIONS IN COMPANY:

Name	Position
1)	
2)	
3)	
4)	
5)	
6)	

ANNEXURE "C"

STATEMENT OF WORKS SUCCESSFULLY CARRIED OUT BY TENDERER

[illegible]

Schedule of rates				
Item No.	Description	Unit	Rates excluding VAT reflected in 12 hour shifts	
1	<u>Full Month</u> Continuous Coverage – duty every 12 hours including weekends and public holidays			
1.1	Security Office Grade “A” CCTV Monitoring (12 Hour Shifts) (Supervisor 1 per Shift)	Monthly		
1.2	Security Office Grade “B” CCTV Monitoring (12 Hour Shifts) (Monitoring Officer 2 per Shift)	Monthly		
1.3	Armed Respond Security Officer Grade "C"	Monthly		
2	<u>Daily Rate</u> Price per 12 hour shift			
			Day / Night Shift	Sunday & Public Holidays
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		
3	<u>Hourly Rate</u> Price per hour			
			Day / Night Shift	Sunday & Public Holidays
3.1	Security Officer Grade “A”	Per Hour		
3.2	Security Officer Grade "B"	Per Hour		
3.3	Security Officer Grade "C"	Per Hour		
4	<u>Equipment</u> Price per 12 hours including day, night weekends and public holidays			
			Monthly	Per 12 Hour Shift
4.1	Two-Way Radio – handheld portable			
4.2	Firearm			

4.3	Baton – rubber tonfa		
4.4	Torch – minimum 2 cell		
4.5	Handcuffs		
4.6	Non-lethal device (Pepper Spray)		
5	<u>Alarm / CCTV Monitoring & Response</u> Price including day, night weekends and public holidays		
		MONTHLY	
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)		
5.4	Network Monitoring per Active Wireless Broadband WAN Link		
5.5	Network Monitoring per Active Fibre Broadband WAN Link		

NOTE: APPROXIMATE RADIUS LIMIT TO RESPONSE AREA AS INDICATED “DELIVERABLES” POINT 5 OF DOCUMENT.

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

Item 6	Description Intruder detection	Qty	Unit Price excl. VAT – Supply	Monthly Price excl. VAT
6.1	8-32 Zone alarm panel with LCD keypad with Ethernet module	60		
6.2	8 Zone expander module with power supply and battery	60		
6.3	30W DC siren	60		
6.4	50VA power supply with lightening protection	60		
6.5	Garage door contacts	60		
6.6	Door contacts	60		
6.7	12DC red strobe light	60		
6.8	100m 6 core stranded cable	60		
6.9	100m 0.22 rip cord	60		
6.10	12VDC 9Ah batteries	60		
6.11	LCD keypad	60		
6.12	Indoor 12m passive infrared	500		
6.13	Outdoor wired passive infrared dual zone detector up to 12m x 180 degrees	150		
6.14	Outdoor wired passive infrared dual zone detector up to 12m x 90 degrees	150		
6.15	Outdoor long range point to point detector 30m	150		
6.16	Outdoor long range point to point detector 60m	150		
6.17	Outdoor long range point to point detector 100m	150		
6.18	Digital indoor PIR with quad zone logic – spherical lens and sealed optics 12m wide detection range 85 degree incl. bracket	50		
6.19	Glass break sensor/detector	250		
6.20	Smoke and heat detector	150		
6.21	On/off key switch	100		
6.22	FSK transmitter	100		
6.23	TX cellular plus with dual SIM on FSK network	100		
6.24	TX cellular plus with GPRS no SIM	100		
6.25	Intruder detection base station	1		
6.26	Panic button	150		
6.27	LED flood lights 50W	150		
6.28	Panic button	150		
6.29	LED flood lights 50W	150		
6.30	Electric fence 6 strand per meter	5000m		
6.31	Electric fence energizer with keypad	50		
6.32	Electric fence bracket	500		
6.33	Stainless steel wire 2.0mm 316 - 12.5kg	100		

6.34	Inline gate contact	50		
6.35	Reinforced Mesh Post H type for 2.4 m high fence 70 x 44 x 2mm x 3200mm ZincAlu & PVC coated	100		
6.36	Reinforced Mesh Panel ZincAlu, 2400 height, 3050mm PVC coated	100		
6.37	Reinforced Mesh Panel ZincAlu, 2.00 height, 3050mm PVC coated	100		
6.38	Control Panel with 3 inputs, 2 outputs. Piggy back compatible	20		
6.39	Control Panel with 2 inputs, 1 output. 2 way voice compatible	20		
6.40	Control Panel with 3 inputs, 2 outputs. IP 66 panel for outdoor use	20		
6.41	Alpha Keypad	20		
6.42	Outdoor Badge Reader (IP65) - uses MiFare Cards	20		
6.43	VT100 ProxTag for BR250 R	50		
6.44	KF240 Keyfob	20		
6.45	Indoor MotionViewer - PIR Detector with Camera	50		
6.46	Outdoor MotionViewer - PIR Detector with Camera	50		
6.47	Vandal Resistant Bracket	50		
6.48	IDC200 Door Contact - White	50		
6.49	Smoke Detector	50		
6.50	Outdoor Siren with Strobe	20		
6.51	External Antenna and Connection for 868Mhz panel	20		
6.52	IP66 BOX	20		
6.53	Videofied panel 4G conversion unit	20		
6.54	AA Cell Lithium - Peripherals Battery	50		
6.55	CR123A Lithium - For smoke and new door contact	50		
6.56	D Cell - Alkaline Battery	50		
6.57	D Cell Lithium - Control Panel Battery	50		
6.58	CR3032 Keyfob Lithium Battery	50		
6.59	SHE002 Sherlo PSU only	20		
6.60	12v Lithium Lithium 8AH 150W	50		
6.61	Similar to WEB003 WebEye + Simcard p/m	1		
SUB-TOTAL EXCL VAT				

7.	Access Control and Enrolment Devices	Qty	Unit Price excl. VAT – Supply	Monthly Price excl. VAT
7.1	Similar to Hikvision Face recognition distance: 0.3 m to 1.5 m, 1,000 face capacity, 5,000 card capacity, and 150,000 event capacity; Face recognition duration < 0.2 s/User; face recognition accuracy rate ≥ 99%; Two-way audio with indoor station and master station; Supports 6 attendance status, including check in, check out, break in, break out, overtime in, overtime out; Configuration via the web client; Remotely opens door and starts live view via APP Supports ISAPI and EHome 5.0; Supports WIFI	100		
7.2	Similar to Hikvision Face Recognition Terminal. 7" LCD touch screen, 2 Mega pixel wide-angle dual-lens, Built-in Mifare card reading module; Max. 5000 faces capacity and Max. 5000 fingerprints capacity; Max. 6000 cards; Two-way audio with client software, door station, indoor station, and master station; Supports TCP/IP, DC 12V/3A; IP65; Fingerprint devices are recommended for using in indoor environment	100		
7.3	Similar to Hikvision Vandal Resistant Door Station. 2MP video with view adjustment and IR Supplement; POE/12VDC input; Metal frame with one physical button, IK 9 and IP 65;	50		
7.4	Access Control Door controller. A Door controller is a hardware device that is used to interface readers, door locks, and similar hardware with a system controller.	100		
7.5	AC module Flush Mounting accessories	100		
7.6	Single Door Access Controller	100		
7.7	Four-door Access Controller	100		
7.8	Protective Shield for AC Devices; Material : PC; Weight 172 g (0.4 lb); Dimension (W × H × D) : 135 mm × 250 mm × 80 mm (5.3" × 9.8" × 3.1")	100		
7.9	Mifare keyfob	500		
7.10	Mifare 1 Contactless Smart Card	500		
7.11	Access Control Reader plastic	200		
7.12	Access Control Reader metal alloy	200		
7.13	Access Control Reader plastic with keypad	200		
7.14	Access Control Reader metal alloy with keypad	200		
7.15	RF receivers	50		
7.16	Infrared receivers	50		
7.17	Biometric unlock code	50		
7.18	Access control system software	1		
7.19	USB Fingerprint Enrolment Reader	10		

7.20	Break Glass (MCP) Green Resettable with cover	50		
7.21	3.2 Amp 12VDC Access control PSU. Supports up to 7Ah 12V Battery. Metal enclosure with cam lock	100		
7.22	6A 12VDC Access control PSU. Supports up to 18Ah 12V Battery. Metal enclosure with cam lock	100		
7.23	Similar to Hikvision LZ-Bracket for Magnetic	100		
7.24	Magnetic Lock, Single-door, 280 kg linear thrust; 12 VDC, 340 mA; Dimension of lock body (L × W × H): 238 × 45 × 25 mm	100		
7.25	Lead Acid Rechargeable Battery	100		
7.26	Door Release Button (break Glass to Exit	100		
7.27	Cabling for Maglock Unit and Release Buttons (Power and RipCore)			
7.28	Category 6e Network Data Points (Including Surface Mount Outlet)			
7.29	Category 6e 1 Meter Moulded Patch Lead			
7.30	Category 6e 3 Meter Moulded Fly Lead			
7.31	EGA Trunkink 16X25 + Additional Cable Routes (Installed)			
7.32	Similar to Hikvision Facial Recognition Series Terminal Enrolment Station (Desktop Server)			
7.33	Management Software (HikCentral) Licenses (Once Off) (Base License 2 Door with 50 Additional Tests)			
7.34	Management Software (HikCentral) Licenses (Once Off) (50 Additional Manageable Door Licenses)			
7.35	Visitor Module (HikCentral) Licenses (Once Off) (Base License)			
7.36	Similar to Hikvision Enrolment Cameras (USB with Label Printer			
SUB-TOTAL EXCL VAT				

8	CCTV and Control Room	Qty	Unit Price excl. VAT – Supply	Monthly Price excl. VAT
8.1	CCTV Viewing PC - Intel® Core i7, 8gb ram, 2 x 256bit GFX card. 2 X 21" monitors per card. Up to 60 cams viewing	10		
8.2	VMS Server All-in-one Server. VMS video surveillance base package – 8lic hardware mode – which includes preinstalled all fundamental features of video surveillance system; 8 cameras manageable; Server with E5 CPU, prerequisites for RSM settings and 2 Remote Sites manageable.	5		
8.3	VMS All-in-one Server. VMS video surveillance base package 64lic– hardware mode – which includes preinstalled all fundamental features of video surveillance system; 64 cameras manageable.	5		
8.4	VMS All-in-one Server. VMS video surveillance base package 300lic– hardware mode – which includes preinstalled all fundamental features of video surveillance system; 300 cameras manageable.	5		
8.5	VMS Access Control Base License Software. Delivery I; access control base package - which includes prerequisites for door expanding, all fundamental features of ACS and 2 doors manageable.	5		
8.6	VMS Door Access Channel License Software. Delivery I; 1 door manageable	200		
8.7	VMS Video Wall Base License Software. Delivery I; VMS smart wall base package - which includes all functions of smart wall without resource limitation.	2		
8.8	VMS ANPR Channel License Software.	1		
8.9	VMS Facial Recognition Channel License.	1		
8.10	VMS Time & Attendance Base License Software. Delivery I; VMS time and attendance base package - which includes all functions of time and attendance.	2		
8.11	VMS Access Control Base License Software. Delivery I; VMS I access control base package - which includes prerequisites for door expanding, all fundamental features of ACS and 2 doors manageable.	50		
8.12	VMS Door Access Channel License Software. Delivery I; 1 door manageable	100		
8.13	VMS Video Wall Base License Software. Delivery I; VMS smart wall base package - which includes all functions of smart wall without resource limitation.	2		
8.14	VMS ANPR Channel License Software.	100		

8.15	VMS Facial Recognition Channel License.	200		
8.16	Dual View Display Operator Work Station; Tower Casing; i7-8700 vPro (4.6GHz); 8GB (2X4GB) 2666MHz DDR4; 1TB 3.5" 7200Rpm; Intel UHD 630; DVD+/-RW; 3 Button Mouse; USB Keyboard; Windows 10 Professional; 3Yr Basic Onsite Service	10		
8.17	Quad View Display Operator Work Station; Tower Casing; i7-8700 vPro (4.6GHz), 8GB (2X4GB) 2666MHz DDR4; 1TB 3.5" 7200Rpm; Intel UHD 630; DVD+/-RW; 3 Button Mouse; USB Keyboard; Windows 10 Professional; 3Yr Basic Onsite Service	10		
8.18	Similar to Hikvision USB Keyboard. Power supply and communication by USB port directly; 3D PTZ control and 2 joystick control buttons; Up to 15 programmable buttons are available; Support digital tube to display the input content; Support USB HID protocol.	10		
8.19	Similar to Hikvision RS-485 Keyboard. 128 x 64 screen; 4-axis joystick; System upgrade and import / export of configuration files by USB-flash disk; Connectable to DVR by RS-485 serial port, and operation of front panel buttons	10		
8.20	23" CCTV LED monitor	50		
8.21	Dual Desk mount swivel bracket for 23" monitor	15		
8.22	56" CCTV monitor Ultrathin LED for video wall with wall mount bracket,1mm Bezel	24		
8.23	Similar to Seagate Surveillance, 4 TB 3.5" SATA Hard Drive	200		
8.24	CCTV SAN – max 240 HDD, drive connectivity 6Gbs, 2 x redundant power supply, 2 x 16Gbs FC ports, 2 x 1GbE iSCSI ports,	1		
8.25	Similar to Hikvision 4-MP ColorVu Bullet Camera with human and vehicle target classification.; 2.8mm lens; 24/7 full color Image; H.265+, H.264+, H.265, H.264 ;130dB WDR; 12 VDC and PoE (802.3af); IP67; Color: 0.0005Lux, 0 Lux with white light; 40m White light range.	120		
8.26	Similar to Hikvision 4-MP WDR IR Mini- Bullet Network Camera. 1/3" Prog. scan CMOS; 2688x1520 Resolution; Min Ill: 0.01@F1.2 / 0Lux26with IR on; True D/N; IR: 30M; Lens option: 4mm; IP66; H.264+ Optimized Codec; 12VDC; PoE.	120		
8.27	Similar to Hikvision - 1/1.8" Progressive Scan CMOS; H.265+/H.265/H.264+/H.264/MJPEG; , Color: 0.0005 lux @(F1.0, AGC ON), 0 lux with LED on; 25fps/30fps(2688x1520, 2304x1296, 1920x1080); VCA functions; 3 streams; 3D DNR;BLC; ICR; 3000K Warm LED; DC12V&PoE; Built-in micro SD/SDHC/SDXC slot; HIK-Connect cloud service; Built-in microphone	100		

8.28	Similar to Hikvision Thermal Bullet Strobe Light & Audio Alarm, Dual-stream, Streaming in H.265/H.264/MJPEG, H.265+ /H.264+, Up to 20-ch simultaneous live view, Support Micro SD/SDHC/SDXC Card up to 128G, Audio & Alarm I/O, Open-ended API, Power in DC12V or PoE(802.3af), IP66	100		
8.29	Similar to Hikvision - 1/1.8" Progressive Scan CMOS; H.265+/H.265/H.264+/H.264/MJPEG; , Color: 0.0005 lux @(F1.0, AGC ON), 0 lux with LED on; 25fps/30fps(2688×1520, 2304×1296, 1920×1080); VCA functions; 3 streams; 3D DNR;BLC; ICR; 3000K Warm LED; DC12V&PoE; Built-in micro SD/SDHC/SDXC slot; HIK-Connect cloud service; Built-in microphone	100		
8.30	Similar to Hikvision 720P outer-vehicle HD-TVI camera. 1-MP CMOS Sensor; 20m IR distance; 0.1 Lux/F1.2; 6-16V DC; Aviation connector; Wide operating temperature range (-40°~75°); Lens: 3.6mm; Built-in MIC; IP69.	20		
8.31	Similar to Hikvision 4-MP EXIR Long Rang Network Bullet Camera. Lens: 6mm @ F2.0; Up to 80m IR range; Full HD1080p video; DWDR & 3D DNR; IP66	60		
8.32	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 storage up to 64GB.	100		
8.33	Similar to Hikvision Thermal Network Bullet Camera with 15mm Lens. 384X288 Resolution; DeepinView, Smart Features, Advanced Fire Detection; Field of View: 24° × 19°; H.264/MJPEG/MPEG4, H.264+; Support mirror image; Audio & Alarm I/O; SD card Slot; Power: POE, 24VAC, 12VDC; IP66	60		
8.34	Similar to Hikvision Thermal Network Bullet Camera with 25mm Lens. 384X288 Resolution; DeepinView, Smart Features, Advanced Fire Detection; Field of View: 14.88° × 11.19°;H.264/MJPEG/MPEG4, H.264+; Support mirror image; Audio & Alarm I/O; SD card Slot; Power: POE, 24VAC, 12VDC; IP66	60		
8.35	Similar to Hikvision Automatic number plate recognition camera - Similar to Hikvision "Darkfighter" 2-MP IR Array Bullet Network Camera. Full HD1080p video up to 60fps; Ultra-low light; 8~32mm Motorized VF lens with Smart Focus; WDR; Up to 50m IR range; Full Smart Feature-set; Audio/Alarm IO; Support SD/SDXC Card; IP68	40		
8.36	Similar to Hikvision 4-MP Outdoor WDR Infra-red Network Dome Camera. HD real-time video / 1080p; D/N; Vandal- proof; Lens: 2.8 & 4mm; Built-in Micro SD card slot; H.264 /MJPEG;; DC12V & PoE; 3D DNR; BLC; 3-Axis adjustment; IR range: up to 30M; H.264+	60		

	Optimized Codec; IP66			
8.37	Similar to Hikvision 4MP. 1/1.8" Progressive Scan CMOS; H.265+/H.265/H.264+/H.264/MJPEG; Color: 0.0005 lux @(F1.0, AGC ON); 25fps/30fps(2688×1520, 2304×1296, 1920×1080); VCA functions; 3 streams; 3D DNR; BLC; DC12V&PoE; Built-in micro SD/SDHC/SDXC slot; HIK-Connect cloud service; *-SU model: Audio/Alarm I/O, Built-in microphone	60		
8.38	Similar to Hikvision 2.8mm High quality imaging with 4 MP resolution Excellent low-light performance with powered-by-DarkFighter technology	60		
8.39	Similar to Hikvision 4MP. 1/1.8" Progressive Scan CMOS; H.265+/H.265/H.264+/H.264/MJPEG; Color: 0.0005 lux @(F1.0, AGC ON); 25fps/30fps(2688×1520, 2304×1296, 1920×1080); VCA functions; 3 streams; 3D DNR; BLC; DC12V&PoE; Built-in micro SD/SDHC/SDXC slot; HIK-Connect cloud service; *-SU model: Audio/Alarm I/O, Built-in microphone	60		
8.40	Similar to Hikvision 5-MP Infra-red WDR Vari-focal Network Dome Camera. 1/3" Progressive Scan CMOS; Full HD1080p Video; Lens: 2.8 - 12mm @ F1.5; IR: 20m; Built-in Micro SD Card Slot; IP66	100		
8.41	Similar to Hikvision 1.3-MP Intelligent People Counting WDR Network Camera. Support real-time people entering/exiting data; Support statistical traffic report based on configurable time interval (day/week/month/year); Support on-board storage; Defog; EIS; Smart Detection; Alarm I/O; 12VDC	30		
8.42	USB Keyboard. Power supply and communication by USB port directly; 3D PTZ control and 2 joystick control buttons; Up to 15 programmable buttons; Support USB HID protocol.	10		
8.43	Similar to Hikvision 1.3-MP X20 Zoom 150M IR Network PTZ Camera. DWDR; Focus:4.7-94.0mm; Digital Zoom:16X; 1280x960:30fps; 150m IR Distance; PoE+ & 24VAC	50		
8.44	Similar to Hikvision "Darkfighter" 2-MP X23 Zoom Ultra-low Light 200M IR Smart Network PTZ Camera. 1/1.9" Progressive Scan CMOS; 1920x1080; Focal length: 5.9-135.7mm; WDR; IRC; Smart detection (Face detection; Intrusion detection; Line crossing)	60		
8.45	Similar to Hikvision Thermal Network Bullet Camera. Dual-stream; H.264 / MPEG4 / MJPEG; Up to 20-ch simultaneous live view; Support Micro SD/SDHC/SDXC Card up to 64G; Audio & Alarm I/O; Open-ended API; Power in AC24V, DC12V or PoE; Lens 15mm	60		
8.46	Similar to Hikvision Dual Lens Thermal Network Bullet Camera. 384x288 resolution - high	60		

	sensitivity sensor - support contrast adjustment, High- performance IR array - up to 120m IR distance, Smart IR Function, Smart detection: intrusion detection - line crossing detection - region entrance detection - region exiting detection - audio exception detection, Ultra low light - high performance 1/1.8" Progressive CMOS sensor, up to 1920x1080, Support WDR up to 120dB, 3D-DNR, auto shutter, auto Iris, AWB, BLC, IP66			
8.47	Similar to Hikvision Dual Thermal Network PTZ Dome Camera. IP66Thermal & Optical Bi-spectrum Network Speed Dome Vanadium oxide uncooled focal plane detectors sensor, High-performance IR array, Up to 150m IR distance, Lens (focal length): 25mm, Detection range (Humans) 500m, Smart tracking: Support panorama tracking, event tracking and multi-scene patrol tracking, 384x288 res. - high sensitivity sensor - support contrast adjustment, AC24V,	20		
8.48	Similar to Hikvision 4-Channel Mobile NVR. 1080P network video & 4-channel audio input; 4x PoE RJ45 interface; Pluggable anti-vibration HDD box (2x 2.5" SATA interface; Alarm I/O: 3/2; Built-in 3G (WCDMA) & GPS & Wi-Fi module.	10		
8.49	Similar to Hikvision:1/1.8" progressive scan CMOSUp to 1920 × 1080 resolutionMin. Illumination:Color: 0.002 Lux @(F1.5, AGC ON)BW: 0.0002 Lux@(F1.5,AGC ON)0 Lux with IR42× optical zoom, 16× digital zoom140dB WDR, 3D DNR, HLC, Smart IR24 VAC & Hi-PoEUp to 400 m IRdistanceSupport H.265+/H.265 video compression,Support rapid focusDeep-learning-based target classification algorithm for auto-tracking 2.0 and perimeter protection IK10, IP67	20		
8.50	Similar to Hikvision 16-Ch 2U 4K DeepinMind NVR. Supports both facial recognition and false alarm reduction based on deep learning algorithm; Up to 8 channel facial recognition; 32 libraries, up to 100,000 face pictures; Up to 16 channel video analysis for human and vehicle recognition to reduce false alarms; Supports multiple VCA (Video Content Analytics) events; Up to 16 channel IP cameras can be connected; Supports decoding H.265+/H.265/H.264+/H.264/MPEG4 video formats; Up to 12 MP high-definition live view, storage and playback; Up to 320 Mbps high incoming bandwidth; 2 HDMI (different source) and 2 VGA interfaces; 8 HDD can be used for continuous video recording	20		

8.51	Similar to Hikvision DeepinMind 32-Ch Facial Recognition & Analysis Embedded NVR. Up to 32-ch IP cameras analysis; Face detection and face recognition; Face pictures modelling and comparison; Alarm linkage actions; Search people by face pictures; Powerful face pictures library management, up to 100,000 face list; Cooperation with iVMS-4200; Human Body Detection analytics (line crossing detection, intrusion detection, etc.) to improve the alarm accuracy rate effectively - like rain, leaves, cats, birds, light & human body - all of these things may trigger line crossing or instruction alarm -DeepinMind NVR(16S) can realize the secondary analysis of human body, improving the alarm accuracy; Search by human features and similarity; More precise facial recognition and analytics based on Deep Learning algorithm; More precise Human body detection; Analytics based on Deep Learning algorithm; Alarm accuracy at least 90%.(After processing by DeepinMind NVR(/S), the false alarms would be Filtered). Applications: Such as casino/residential buildings/schoolyard/mall			
8.55	Similar to Hikvision 64-Channel DeepinMind 32-Ch Facial Recognition & Analysis Embedded NVR. Up to 32-ch IP cameras analysis; Face detection and face recognition; Face pictures modelling and comparison; Alarm linkage actions; Search people by face pictures; Powerful face pictures library management, up to 100,000 face list; Cooperation with iVMS-4200; Human Body Detection analytics (line crossing detection, intrusion detection, etc.) to improve the alarm accuracy rate effectively - like rain, leaves, cats, birds, light & human body - all of these things may trigger line crossing or instruction alarm -	6		
8.56	Western Digital Surveillance, 8 TB 3.5" SATA Hard Drive	200		
8.57	Enterprise network storage device. 3U; Single controller;180 Channels (2Mbps) record & playback with IPSAN mode; 320 Channel (2Mbps) record & playback with CVR mode;16 HDD (SATA); Redundant power supply; AS expansion ark support with MiniSas interface.	2		
8.58	Galvanized steel pole 8m, with base plate with 5mm steel equipment box	30		
8.59	Galvanized steel pole 8m, with base plate with 5mm steel equipment box	100		
8.60	Intelligent power supply 3Amp	100		
8.61	Power Intake Box for CCTV Bullet Range. Indoor/outdoor; Aluminium alloy material; Dimensions: Φ88.5mm.	200		
8.62	Universal Vertical Pole Mount Adapter for Most Wall Mounts PTZ Cameras - Stainless Steel;	100		
8.63	Wall Mounting Bracket for Dome Camera.	200		

	Aluminium alloy material, White. Use with			
8.64	In- & Outdoor Wall Mount Camera Bracket. Wall mount bracket; Hikvision White; Aluminium alloy & Steel; 97x182x305mm	200		
8.65	Corner Mount Bracket for PTZ Dome Cameras. Wall mount; Neat and small design; Hikvision White; Aluminium alloy & Steel	200		
8.66	Vertical Pole Mount Bracket. Vertical pole mount bracket; Hikvision White; Aluminium alloy & Steel	200		
8.67	Pendant Mount Bracket for PTZ Dome Cameras. Pendant mount - 50cm; Hikvision White; Aluminium alloy & Steel; 116.5x500mm	200		
8.68	Pendant Mount Ceiling Bracket	200		
8.69	In- & Outdoor Wall Mount Dome Camera Bracket. White; 136x183x213mm	200		
8.70	Power Intake Box for Indoor/Outdoor; Aluminium alloy material; Dimensions: 88.5mm	200		
8.71	Junction Box for Dome Cameras. White Aluminium alloy Φ 101 mm;	200		
8.72	Junction Box. Indoor/Outdoor; White; Aluminium alloy material; Φ 157x185x51.5mm	200		
8.73	Similar to Hikvision DS-6900 Series Decoder (4K&H.265. HDMI output: 16-CH, 4K; 3840 x 2160@30Hz; BNC output; 8-ch, 2DB 15; Input: VGA/DVI/RJ45 Audio Output Decoding Up to 12Mp, 128 decoding channels; Two-way audio in/out; 8-ch alarm in/out; 8-ch; 100-240 VAC	1		
8.74	Micro SD Card Class 10 256Gb	150		
SUB-TOTAL EXCL VAT				

9	Network	Qty	Unit Price excl. VAT – Supply	Monthly Price Excl. VAT
9.1	Similar to Netgear ProSafe 8 Port Gigabit PoE Smart Switch, 2 x SFP slots for Fiber Gigabit Ethernet Modules.(8 x PoE Ports / 46W)	100		
9.2	Similar to Netgear 24 Port 10/100/1000 Smart Managed Gigabit Stackable Switch with 24 Ports POE, 8 Ports POE+ sharing POE budget of 192W; 4x SFP slots for Fiber Modules	100		
9.3	Similar to Mikrotik router GSM, SIM. Router board 411U and sierra mc8705 WiFi card.	100		
9.4	Similar to RCT 2000VA On-Line Rackmount UPS 800W - LCD Display, 1 x RS232 & 1 x USB Port + SA Wall Socket	50		
9.5	Similar to RCT 3000VA Line Interactive UPS - 1200 W, LED display, 1 x USB Port with SA Wall Socket With Power Pack	50		
9.6	Cable 4 Pair UTP CAT 5 Network - Solid, 500m	60		
9.7	500m Pull Box, Solid Core, UV Protected SF/UTP CAT5e Cable, Foil, Braiding (For Outdoor Use)	100		
9.8	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	50		
9.9	12F Single mode fibre optic Cable G652D per meter	3000m		
9.10	24F Single mode fibre optic Cable G652D per meter	3000m		
9.11	48F Single mode fibre optic Cable G652D per meter	3000m		
9.12	P9000 trunking 3M	100		
9.13	Splice & Patch Panel including 24x LC/APC pigtails & adaptors 1U	40		
9.14	25U 800 x 1000mm deep Network cabinet	50		
9.15	38U 800 x 1000mm deep Network cabinet	20		
9.16	SSL VPN Endpoint UTM for End-to-end encryption of traffic with 36 Month extended warranty	100		
9.17	Point-to-Point Licensed Microwave radio link to each potential site, 100 Mbps Full Duplex actual throughput with 99.9% availability annually with 36 Month extended warranty, Price must include ICASA License	50		
9.18	Set of 6-30Ghz Antenna with precision alignment capability with 36 Month extended warranty	100		

9.19	Heavy Duty 450mm Steel galvanized Wall Bracket and 5x50x3000mm Steel galvanized pole	100		
9.20	Surge Protected Gigabit PoE Injector AC 220V Input & Earthing	100		
9.21	Outdoor Gigabit Ethernet RJ45 Surge Protector / Lightning Protection, 802.3AF PoE Support	100		
9.22	Metro Ethernet Optic Fibre (Layer 2) VPN connectivity, 50Mbps Full Duplex actual throughput with 99.9% availability annually	50		
9.23	ICASA Annual License fees – All applicable applications to be filed	50		
9.24	Industrial LTE Router with VPN and Dual Sim slot with 36 Month extended warranty	40		
9.25	3kVA Inverter 24V UPS Backup System with 24v 2.5kWh Lithium-ion battery, fuses, breakers, cables – certified installation	20		
9.26	2kVA 24VDC UPS Backup System with 1 x 105AH Lead Acid Batteries with DC Output Cable	40		
SUB-TOTAL EXCL VAT				

10	<u>Guard and vehicle monitoring systems</u>	Qty	Unit Price excl. VAT – Supply	Monthly Price Excl. VAT
10.1	Guard monitoring system, including all software and hardware for a typical remote sites x 30	1		
10.2	Vehicle tracking/monitoring system, including all software and hardware for 10 x typical response vehicles	1		
10.3	Clocking system, including all software and hardware for a typical remote site to monitor the rapid response vehicle from departure of control room/location and then on arrival/departure of a specific site where an alarm has been triggered as an audit trail	1		
SUB-TOTAL EXCL VAT				

11	Labour and Rates ONLY separate to tender offer	Qty	Unit Price excl. VAT – Supply	Monthly Price Excl. VAT
11.1	Percentage mark up on Material			
11.2	Non - scheduled item marked up %			
11.3	Labour rate technician skilled – normal hours per hour	1hr		
11.4	Labour rate technician skilled – overtime hours per hour	1hr		
11.5	Labour rate technician semi skilled – normal hours per hour	1hr		
11.6	Labour rate technician semi skilled – overtime hours per hour	1hr		
11.7	Labour rate for skilled electrician –normal hours			
11.8	Health & Safety Officer –normal hours			
11.9	Service Level Agreement with time to respond of 2 Hours, time to repair of less than 8 Hours per Site (Wireless/Fibre/LTE)			
11.10	Project Manager per hour	1hr		
11.11	Travel rates per km	1km		
SUB-TOTAL EXCL VAT				
12	CCTV Control Room Furniture	Qty	Unit Price excl. VAT – Supply	Monthly Price Excl. VAT
12.1	24hour operator chair	10		
12.2	Antistatic mats	10		
12.3	CCTV Operator/supervisor desks 2000 (L) x 1000 (W) x 730 (H) with footrest. The monitors, keyboards and mouse will all be on the desk	10		
12.4	CCTV signage for building entrances	50		
12.5	Safe for handguns	2		
12.6	Gun disarming cabinet with waist height stand	5		
12.7	Fire detection system for server room. 1 x Fire control panel, 2 x smoke detectors, 1 x audible alarm. 2 x fire extinguishers. Server Room size 4m x 4m.	1		
12.8	Reinforced dry walling structure with a single door with lock and key for a 4m x 4m server room	1		
12.9	220VAC electrical plug point	20		

12.10	Electrical power and data skirting per meter	100m		
12.11	Data projector 5000 lumen WUXGA resolution (1920 x 1200) LED Full HD Wireless	1		
12.12	Data projector screen 2440 x 1420 electric screen white	1		
SUB-TOTAL EXCL VAT				
13	Guard monitoring system	Qty	Unit Price excl. VAT – Supply	Monthly Price Excl. VAT
13.1	Guard monitoring system, including all software and hardware for a typical remote site with 2 x guards and 5 x clocking points			
13.2	Electronic Occurrence Book software once off cost			
13.3	Electronic Occurrence Book software annual license cost for 3 years			
13.4	Vehicle monitoring system, including all software and hardware for 10 vehicles			
SUB-TOTAL EXCL VAT				
14	Labour for training (CCTV, intruder detection, access control)	Qty	Unit Price excl. VAT – Supply	Monthly Price Excl. VAT
14.1	Delivery of practical/operational training sessions in Occurrence Book for 5 x staff for five separate sessions			
14.2	Delivery of practical/operational training sessions in CCTV, Intruder Detection and Access Control hardware and software for 5 x operators for five separate sessions.			
SUB-TOTAL EXCL VAT				
15	SOFTWARE SYSTEMS	Qty	Unit Price excl. VAT – Supply	Monthly Price Excl. VAT
15.1	Electronic Occurrence Book software once off cost			
15.2	Electronic Occurrence Book software annual license cost for 3 years			
15.3	Integration Platform to 3 rd party control systems, Alarm & Event Monitoring software			
15.4	Integration Platform to 3 rd party control systems, Alarm Monitoring software annual license cost for 3 years			
15.5	Professional Case Management, Profiling, Risk Assessments software			

15.6	Professional Case Management, Profiling, Risk Assessments software			
15.7	Mobile application software			
15.8	Mobile application software annual license cost for 3 years			
15.9	Compliance Management & Auditing software			
15.10	Compliance Management & Auditing software annual license cost for 3 years			
SUB-TOTAL EXCL VAT				
TOTAL BID PRICE EXCLUDING VAT				
15% OF VAT				
TOTAL BID PRICE INCLUDING VAT				

NB: THE TOTAL BID PRICE MUST BE REFLECTED ON THE FORM OF OFFER (PAGE 3) AND FAILURE TO ADHERE WILL LEAD TO IMMEDIATE DISQUALIFICATION. THIS WILL BE A RATES BASED CONTRACT, THE ABOVE QUANTITIES ARE ESTIMATES AND THE TOTAL BID PRICE IS SOLELY FOR EVALUATION PURPOSES.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

IN CASE WHERE DIFFERENT DELIVERY POINTS INFLUENCES THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number: COM 32/2023

Closing Time 11:00 on 12 APRIL 2023

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 the offer comply with specification?		*YES/NO
-	If not to specification, indicate deviation(s)		
-	Period required for delivery		
			*Delivery: Firm/not firm
-	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:

General information – Nomsa Ndukuya or
P.O Box 45
Mbombela
1200
Tel: 013 759 9052

Technical information – C J Malupe
P.O Box 45
Mbombela
1200
Tel: 013 759 9217 / 2133

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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, shareholder²):...

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT 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

3.8.1 If yes, furnish particulars.....

¹MSCM 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.

² 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.

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

3.9.1 If 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

DECLARATION OF PROCUREMENT ABOVE R10 MILLION

For all procurement expected to exceed R10 million (all applicable taxes included), tenderer must complete the following questionnaire:

- Are you by law required to prepare annual financial statements for auditing?

YES / NO

- 1.1 If yes, submit audited financial statements for the past three years or since the date of establishment if established during the past three years.

.....

2. Do you have any outstanding undisputed commitments for municipal services towards any municipal for more than three months or any other service provider in respect of which payments is overdue for more than 30 days?

YES / NO

.....

- 2.1 If no, this serves to certify that the tenderer has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for then 30 days?

.....

- 2.2 If yes, please provide particulars

.....

- 3.1 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

YES / NO

.....

- a. If yes, furnish particulars

.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion of payment from the municipality / /municipal entity is expected to be transferred out of the Republic?

YES / NO

4.1 If yes, furnish particulars

.....

.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
CORRECT.**

**I ACCEPT THAT THE STE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE
TO BE FALSE**

Signature

Date

Capacity under which Tender is
Signed

Name of Tenderer

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:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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 8 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	2 points	
2.	for at least 30% woman or women shareholding or owned enterprise	2 points	
3.	For at least 30% youth shareholding or owned enterprise	2 points	
4.	for at least 30% people living with disability shareholding or owned enterprise	2 points	
A total of 12 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP -			
5.	for enterprise located within the local area of jurisdiction	2 points	
6.	for enterprise who will sub-contract minimum of 30% of the contract value to EMEs in the ward or local communities where the services to be rendered of works to be undertaken	2 points	
7.	for Corporate Social Investment (CSI) or Social Labour Plan proposition (2% of the total budget allocated)	5 points	
8.	for valid B-BBEE level 1 contribution (SANAS verified 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)	3 points	
The City will utilize the CSD report for the above-mentioned information.			

Corporate Social Investment (CSI)

NB: The minimum total value of the CSI should not be less than 2% of the total project value excluding vat and contingencies. The CSI project should be delivered concurrently with the project. The final product should be delivered prior to the issuing of completion certificate. The nature of the CSI project must benefit the community at large. (1 page, Arial font size 12) Prospective bidders will be expected to provide the City with a written explanation on how to implement the Corporate Service Investment on that particular ward, community or region. The investment must benefit the community at large. In order to claim points, a detailed one page report must be included in the list of returnable documents. The corporate social investment initiatives must be implemented by the company/successful bidder. The final details of the CSI project will be finalized prior to the signing of the contract in consultations with relevant stakeholders.

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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

THIS MBD FORM MUST NOT BE COMPLETED PRIOR TO APPOINTMENT. IT WILL BE ONLY BE FURNISHED AND SIGNED BY THE SUCCESSFUL BIDDER/SERVICE PROVIDER

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and 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 time of 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 clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - 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 goods and/or works 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 fulfillment 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

WITNESSES

1

2.

DATE:

(BIDDERS / SERVICE PROVIDERS MUST NOT FILL THIS PART TWO OF THIS MBD 7)

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER / CITY OF MBOMBELA)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED ATON.....

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? (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).	Yes ☐	No ☐
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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, 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).	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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 consortium³ 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.

³ 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

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

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:	

**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.

1. Name of firm (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

2. Name of firm			
Address			
		Tel. No.	
Signature		Designation	

3. Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

4. Name of firm			
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.

SUPPLY CHAIN POLICY USING 80/20 PREFERENCE POINT SYSTEM

		MAXIMUM POINTS TO BE ALLOCATED	POINTS CLAIMED BY BIDDER	ALLOCATED POINTS
PRICE AND COMPETENCE GOALS (80 POINTS)	PRICE	80		
	SUB TOTAL	80		
EQUITY PROMOTION GOALS (20 POINTS)				
	B-BBEE STATUS LEVEL OF CONTRIBUTION	20		
	SUB TOTAL	20		
	TOTAL	100		