

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND INSTALL BIOMETRICS ACCESS CONTROL SYSTEMS AT THE DEPARTMENT OF ENERGY

1. PURPOSE OF THE ASSIGNMENT

1.1 The purpose of the assignment is to appoint a Service Provider to supply and install Biometrics access control systems Viper Bio-M1500 Reader or similar product in the new premises of the Department of Energy (DoE) Head Office..

2. BACKGROUND

2.1 The Department of Energy is committed to ensure a high performance working environment and quality of work life within a conducive environment by providing security systems to the building.

2.2 DoE Head Office will be relocating to the new building situated at Corner Visagie and Paul Kruger Streets from April 2012. It is crucial for the DoE to ensure that the building is secured in accordance with the Access Control to Premises and Vehicle Act, 53 of 1985, Minimum Physical Security Standards (MPSS) which are applicable in the Public Service

3. SCOPE OF WORK AND DELIVERABLES

3.1 Service providers are invited to supply and install Biometrics system (Viper Bio-M1500 Reader or similar product) which would cater for about 600 staff members inclusive of appointed contractors.

3.2 **The required system will be installed in the following access points:**

INSTALLATION OF BIOMETRICS READERS, MAGLOCKS AND FIRE EMERGENCY DOORS ALARMS BUILDING AT NEW BUILDING

Floor no	Number of doors	Required readers	emergency doors	Required alarms on emergency doors
Basement	3	6	4	4
Ground	3	6	4	4
1 st Floor	3	6	4	4
2 nd Floor	5	10	4	4
3 rd Floor	3	6	4	4
4 th Floor	3	6	4	4
5 th Floor	3	6	4	4
6 th Floor	3	6	4	4
7 th Floor	3	6	4	4
8 th Floor	5	10	4	4
9 th Floor	2	4	2	2
10 th Floor	N/A	N/A	N/A	N/A

3.3 The Time and Attendance Features (Detailed specification attached as Annexure A):

3.3.1 The time & Attendance software should constitute:

- 3.3.1.1 Schedules & Shifts;
- 3.3.1.2 Rostering;
- 3.3.1.3 Clocking Maintenance;
- 3.3.1.4 Reporting;

3.4 The HR Management Section features:

- 3.4.1 Personal Details and Employee maintenance;
- 3.4.2 Full annual & sick leave registers with opening balances and leave taken to date;
- 3.4.3 Automatic monthly increments to leave register – attached to employee classes;
- 3.4.4 Records of training, disciplinary actions and appraisals;
- 3.4.5 History of previous employment, medical and criminal;
- 3.4.6 Personal information like next of kin and banking details;

3.5 Hardware Functions features (Detailed specification attached as Annexure A):

- 3.5.1 Fingerprint identification for Time & Attendance and Access Control;
- 3.5.2 Can recognise virtually individual's fingerprint quickly and reliably;

Minimum PC Requirements:

- Pentium 4;
- 512 MB RAM;
- Operating Systems: Windows XP, Vista 32-bit, Windows 7

3.6 In addition to the above mentioned system the supplier should supply and install the relevant Uninterrupted Power Supply (UPS), Printer and consumables.

3.6.1 The installed system should have the capability to produce the necessary reports upon request.

3.7 The required systems must be delivered and installed as the following address:

Department of Energy: Head Office;
Corner Visagie and Paul Kruger Streets; Pretoria

3.8 Installation of the required systems will be installed from Basement to the 9th floor as follows: Detailed floor plans will be provided to the successful bidder.

3.9 The successful bidder will be required to supply and install security systems as outlined on paragraph 3 above.

3.10 Selected bidders will be invited to make a presentation of their product and Project Execution Plan.

4. SECURITY BACKGROUND CHECKS

4.1 The Department reserves the right to conduct Security background checks in respect of the selected bidders, their Directors and staff. Appointment of the successful bidder will be done subject to positive background checks.

5. MAINTENANCE SERVICE LEVEL AGREEMENT

5.1 Service Level Agreement will be signed between the Department of Energy and the successful service provider after the expiry of the warranty of the systems.

6. TRAINING OF USERS

6.1 The successful bidder will be required to provide training and support to the users after the installation of the system. Certificate of competency must be issued after training.

7. TERMINATION OF THE CONTRACT

7.1 The contract will be terminated immediately should the successful bidder no longer qualify as service provider in terms of the Private Security Industry Regulation Act, 2001 (Act 56 of 2001) or CIPRO.

7.2 Any amendment or waiving of the stipulations of the contract must occur in writing by mutual consent between the Department of Energy and the successful bidder.

7.3 The Department of Energy reserves the right to reduce / increase the required goods during the contract period. 30 days written notice will be given.

8. COMPULSORY INFORMATION SESSION

8.1 A compulsory information session will be held on **02 March 2012** at the Department of Energy, Corner Visagie and Paul Kruger Streets; Pretoria at **11H00**.

9. EVALUATION METHODOLOGY

9.1. Cost

9.1.1 The service provider will be requested to provide a quote regarding the work to be undertaken for this project. The total cost must be VAT inclusive and should be quoted in South African currency (i.e.rands).Detailed breakdown of the total bid must be attached.

9.2 Broad-Based Black Economic Empowerment (B-BBEE)

9.2.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.

9.2.2 Bidders are required to submit original and valid B-BBEE status level Verification to substantiate their B-BBEE rating claims.

9.2.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

9.2.4 In a case of Exempted Micro Enterprise (EMSs), AO/AA must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

- Verification agencies accredited by SANAS
- Registered auditors approved by IRBA

9.2.5 The table below depicts the B-BBEE status level of contribution:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

9.3 Company Experience

9.3.1 Service providers should have at least three (3) years experience in providing similar (supply and installation of Biometrics systems) services and should provide proof accompanied by correspondence from three (3) referees indicating that such project was executed as well as their contactable references.

9.3.2 Site visit will be conducted by departmental staff on the premises of the service provider and their references.

9.4 Registration with Private Security Industry Regulatory Authority (PSIRA)

9.4.1 The service provider must be registered with the Regulatory Authority.

9.4.2 Sole / Single providers of the product must attach valid proof.

9.4.3 .Proof of registration must be submitted.

9.5 Project Plan

9.5.1 Project plan with intermediate and final outputs and identified timeframes/milestones.

9.5.2 Proposed Methodology.

9.5.3 Management of the project.

9.5.4 The successful service provider will be required to present their Project Execution Plan by the selected bidders.

9.6 Warranty

9.6.1 Service providers should provide the warranty in case of new equipment and the maintenance plan after the expiry of the warranty period.

9.7 Commitment to deliver the required security system

9.7.1 The successful bidder must be able to supply and install the required security systems within two) (2) weeks from the date of awarding of the contract.

10. EVALUATION CRITERIA

10.1 Bids will be evaluated on 80/20 point system as outlined in the PPPFA of 2011.

10.2 The proposals will be evaluated in two phases:

Phase 1: Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points.

Criteria	Weights
Company Experience(at least three (3) years experience in providing similar(supply and installation of Biometrics systems)services and should provide proof accompanied by	30

correspondence from 3 referees)	
Registration with Private Security Industry Regulating Authority (Provide proof of registration).	20
Detailed Project/ Execution Plan and Management should be attached.	30
Warranty in case of new equipment and the maintenance plan after the expiry of the warranty period.	20
Total	100

For purpose of evaluating functionality, the following values will be applicable:

0=	Very Poor	Will not be able to fulfil the requirements
1=	Poor	Will not be able to fulfil the requirements
2=	Average	Will partially fulfil the requirements
3=	Good	The bidder will be able to fulfil the requirements
4=	Very Good	The bidder will be able to fulfil better in terms of the requirements
5=	Excellent	Fully fulfil in terms of the requirements

Phase 2:

Price	80
B-BBEE compliance	20

11. FORMAT AND SUBMISSION OF THE PROPOSAL

11.1 All the official forms (SBD) that are included in the bid document must be completed in all respects by bidders. Failure to comply will invalidate a bid.

11.2 Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

12. CLOSING DATE

12.1 Proposals must be submitted by **08 March** 2012 at 11H00 at 70 Meintjies Street, Trevenna Office Campus, Building 2B, Ground floor, Sunnyside in the bid box marked Department of Energy. **No late bids will be accepted.**

13. ENQUIRIES

All general enquiries relating to bid documents should be directed to

Lebogang Mosuwe/Daisy Maraba

Tel No: (012) 444 4187/444 4373

E-mail: Lebogang.mosuwe@energy.gov.za/daisy.maraba@energy.gov.za

Technical enquiries can be directed to:

Mapale Matseke

Tel No: (012) 444 4564/079 872 5061

E-mail: mapale.matseke@energy.gov.za

ANNEXURE A

Detailed specifications (HARDWARE FUNCTIONS):

User Capacity: 1500;

Transaction capacity: 30 000

Verification mode: 1:1 or 1:N

The Reader to allow multiple verification formats on the same Reader at the same time, i.e identify the user by simply placing a finger on the reader with verification against templates on the reader (1:N) or enter a pin with the fingerprint for matching with the specific templates for the user (1:1)

Access control: 50 Time Zone, 5 Groups, 10 combinations, Holiday Management;

Relay Output 3A/12VDC;

Communicational TCP/IP or RS232 and RS485;

Keyboard and Display: LCD with 80 character and figure keypad;

Power: 9-24 VDC, stay current: 50 MA, work current: 400 MA;

Identification speed: < 1 second;

Fingerprint rejection Rate: < 1%;

Temperature Operating Parameters: 20% - 80%;

Size: 180 (L)*82(W)*55(H)mm

Standard: Wire Doorbell, Wiegand Out.

Detailed Specifications (TIME AND ATTENDANCE)

Full networking capability (single or multiple-user access);

Full user profiling (Allows users only into certain areas of the system);

Audit trails of changes made to the system;

Live data on system as long as you require;

Assign employees to schedules (Rosters as far into the future as you want (on physical calendar)

Assign employees to divisions, departments and groups;

Permanent, temporary or inactive employees;

Copy from one employee to another;

Up to 3 rotating shifts within one schedule with a maximum of 9999 schedules;

Manual adjustments of incorrect clocking;

Single or global adjustments;

Standard time & Attendance reports including budget vs actual;

Trend reporting;

Interfaces to most major payrolls;

Creates ASC11 file exporting facility;

Archiving and restoring of date;

Screens with multi media training;
Clocking;
Employee master screen;
Mibco report;
Rostering;
Scheduling;
Shift;
Clock card;
Clock exception report;
Employee scheduling report;
Summary clock card

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