

# TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND INSTALL CCTV 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 CCTV SYSTEMS in the new premises of the Department of Energy (DoE).

## 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 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 the following security systems:

3.1.1 Three SNC-7478(C) PTZ Camera Systems OR Similar product. Detailed specifications are illustrated on **Annexure A**

3.1.2 Nine (9) CCTV DVR (Compression H.264 or Similar product), seven(7) monitors for the surveillance cameras(5x45cm & 2x 60cm) and one(1) Uninterrupted Power Supply (UPS) Detailed specifications are illustrated on **Annexure B**.

3.1.3 Six (6) External Cameras (Model: QC-1128SNH) or similar product or similar product. Detailed specifications are illustrated on **Annexure C**

3.1.4 One Hundred and Eighteen (118) Internal CCTV cameras. Detailed specifications are illustrated on **Annexure D**

3.1.5 The required systems must be delivered and installed at the following address:

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

- 3.1.6 Installation of the required systems will be installed from Basement to the 10<sup>th</sup> floor. A detailed floor plans will be provided to the successful bidder.

#### **4. DELIVERABLES**

- 4.1 The successful bidder will be required to supply and install security systems as outlined from Annexure A-D of this Terms of Reference on lease basis for a period of twelve (12) months.
- 4.2 Selected bidders will be invited to make a presentation of their product and Project Execution Plan.

#### **5. SECURITY BACKGROUND CHECKS**

- 5.1 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.

#### **6. MAINTENANCE SERVICE LEVEL AGREEMENT**

- 6.1 Service Level Agreement will be signed between the Department of Energy and the successful service provider.

#### **7. TRAINING OF USERS**

- 7.1 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.

#### **8. TERMINATION OF THE CONTRACT**

- 8.1 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.
- 8.2 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.
- 8.3 The Department of Energy reserves the right to reduce / increase the required goods during the contract period. 30 days written notice will be given.

## **9. COMPULSORY INFORMATION SESSION**

9.1 A compulsory information session will be held on **02 March 2012** at the Department of Energy, Corner Visagie and Paul Kruger Streets; Pretoria at **11H30**.

## **10. EVALUATION METHODOLOGY**

### **10.1. Cost**

10.1.1 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.

### **10.2 Broad-Based Black Economic Empowerment (B-BBEE)**

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

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

10.2.3 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.

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

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

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

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

**11.3 Company Experience**

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

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

**11.4 Registration with Private Security Industry Regulatory Authority (PSIRA)**

- 11.4.1 The service provider must be registered with the Regulatory Authority.
- 11.4.2 Sole / Single providers of the product must attach valid proof.
- 11.4.3 .Proof of registration must be submitted.

## **11.5 Project Plan**

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

11.5.2 Proposed Methodology.

11.5.3 Management of the project.

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

## **11.6 Warranty**

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

## **11.7 Commitment to deliver the required security system**

11.7.1 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.

## **12. EVALUATION CRITERIA**

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

12.2 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 CCTV camera systems )services and should provide proof accompanied by correspondence from referees).	30
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
<b>Total</b>	<b>100</b>

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

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

**Phase 2:**

<b>Price</b>	<b>80</b>
<b>B-BBEE compliance</b>	<b>20</b>

**13. FORMAT AND SUBMISSION OF THE PROPOSAL**

13.1 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.

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

**14. CLOSING DATE**

14.1 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.**

**15. 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](mailto:Lebogang.mosuwe@energy.gov.za)/[daisy.maraba@energy.gov.za](mailto: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](mailto:mapale.matseke@energy.gov.za)

## ANNEXURE A

### SPECIFICATIONS

#### PTZ CAMERA

##### SNC-C7478(C) Specifications

- **Type:** Low-light
- **Lens Type:** 3.4 - 122.4mm Auto-Iris Board Varifocal Lens
- **Digital Zoom:** 12x Digital Zoom
- **Optical Zoom:** 36x Optical Zoom
- **Wide Dynamic Range:** Yes
- **Sensor Chip:** 1/4" ExView HAD CCD
- **Tilt Travel:** 180° Tilt
- **Pan Travel:** Continuous 360° Pan
- **Max Rotational Speed:** 360° /sec
- **Light Sensitivity:** 1.4 - .0007 Lux
- **Analog Resolution:** 540 TV Lines
- **Digital Resolution:** up to 720x480
- **Video Compression:** MJPEG / MPEG4
- **Video Format:** NTSC
- **Frames Per Second:** up to 30 FPS
- **Voltage:** 24v AC
- **Mounting Bracket:** Ceiling Mount Included
- **Power Supply**
- **Environment:** Indoor/Outdoor
- **Vandal Resistant**
- **Warranty**



**SPECIFICATION****CCTV DVR**

Compression	H.264
Video Format	NTSC / PAL
Video Input	16xBNC(1.0Vp-p, 75Ω)
Video Output	1xBNC(1.0Vp-p, 75Ω) ; 1xVGA ; 1xHDMI ; 1xYPbPr
SPOT Output	1xBNC(1.0Vp-p, 75Ω)
LOOP Output	
HDMI Output Resolution	1920x1080i50/1920x1080i60
YPbPr Output Resolution	1920x1080i50/1920x1080i60
VGA Output Resolution	1280x1024
Live Frame Rate	16x25fps(PAL), 16x30fps(NTSC)
Network Resolution/fps	CIF each channel>20fps
Record	16CH D1 real time record
Playback	1/4/8/16CH D1 real time at the same time
D1 Record Frame Rate	400fps(PAL); 480fps(NTSC)
CIF Record Frame Rate	No support
Audio	RCAx16 input , RCAx1 output
Alarm Input	16
Alarm Output	Relay output: Normal open (NO); Normal close (NC); COM
Alarm Mode	sensor input alarm; disk full alarm; motion detection alarm; video loss alarm
Record Mode	Time/sensor/motion detection
Network Port	1, RJ-45
USB Port	2, USB2.0
Hard Disk	7 SATA support seven 2000G SATA hard disk
DVD-RW	Optional / USB
PTZ Control	RS-485
Remote Control	Yes
USB Mouse	Yes
Power Supply	AC220V(110V)
Operating Temperature	-10°C-- +55°C
Operating Humidity	10%--90%

## ANNEXURE C

### SPECIFICATION

### SPECIFICATION

#### INTERNAL CCTV CAMERAS (118)

Specification:

- 380 TVL 1/3 Sony Super HAD Sensor 0.1 Lux
- 3.6 Lens, 92Deg viewing angle
- Internal use only
- 12VDC 300MA Power Consumption (20 Metre Lead PNV Connection (to allow connection to TV/Scart Socket or other PNV Products))

**EXTERNAL CAMERAS (6)**

Model	QC-1128SNH
Pick Up Element	1/3"SONY CCD
Pixel	PAL:752x582
Horizontal Resolution	480TVL
Signal System	PAL
Level Synchronous Frequency	PAL:15.625KHZ /
Clock Frequency MHZ	PAL:19.3125
Scanning System	2:1 interlace
Mini. Illumination	0 LUX(With IR Led On)
Synchronous System	Internal, Negative sync
S/N Ratio	48 dB
Auto Electronic Shutter	PAL:1/50-1/100,000sec
Gama Characteristic	0.45
Video Output	1 Vpp,75 Ohms
Auto Gain Control	Auto
Lens	6 mm
LED	23/30pcs option
IR Distance	20-25M
Voltage	12VDC(+/-10%)
Current	300mA
Size	/
Weight	/
Operation Temperature	-10-45?