

# TERMS OF REFERENCE FOR SUPPLY, INSTALLATION AND MAINTENANCE OF SECURITY X-RAY SCANNERS AND WALK THROUGH METAL DETECTORS ON LEASE BASIS FOR A PERIOD OF THIRTY SIX (36) MONTHS FOR DEPARTMENT OF ENERGY

## 1. PURPOSE OF THE ASSIGNMENT

- 1.1 The purpose of the assignment is to appoint a Service Provider to supply, install and maintain seven (7) Security X-Ray Scanners and seven (7) walk through metal detectors on lease basis for a period of thirty six (36) months for the Department of Energy (DoE).

## 2. INTRODUCTION AND BACKGROUND

- 2.1 The Department of Energy is committed for ensuring 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's MATIMBA HOUSE building is situated at 192 Corner Visagie and Paul Kruger Streets in Pretoria. The procurement and maintenance of the required security systems will enable the DoE to comply with the Minimum Physical Security Standards (MPSS).

## 3. SCOPE OF WORK AND DELIVERABLES

- 3.1 Service providers are invited to supply and install the following security systems:  
Seven (7) x X-RAY scanners detailed technical specification is illustrated on **Annexure A**.
- 3.2 Seven (7) x HIGH PERFORMANCE WALK-THROUGH METAL DETECTOR. Detailed technical specification is illustrated on **Annexure B**.

3.3 The required systems will be delivered and installed as follows;

Installation of the required systems will be installed from Basement, Ground, 2<sup>nd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> floors, as follows:

FLOOR	TYPE OF THE MACHINE
BASEMENT & Ground Floor	2 x 620 X-RAY scanners or equivalent size
	2 x 300 meter Walk through metal detector or equivalent size
2 <sup>nd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> floors	5 x 618 X-RAY scanners or equivalent size
	5 x 250 meter Walk through metal detector or equivalent size

Detailed floor plans will be provided to the successful bidder.

#### **4. DELIVERABLES**

4.1 The successful bidder will be required to supply, install and maintain security systems as outlined from paragraph 3.1.1 to 3.1.4 above Annexure A-D of this Terms of Reference on lease basis for a period of twelve (12) months.

#### **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 operational manual, training and support to the users after the installation of the system.

## **8. CONTRACT PERIOD**

- 8.1 The contract will be entered into between the Department and the successful service provider for a period of thirty six (36) months.

## **9. TERMINATION OF THE CONTRACT**

- 9.1 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.
- 9.2 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.
- 9.3 The Department of Energy reserves the right to reduce / increase the required goods during the contract period. 30 days written notice will be given.

## **10. COMPULSORY INFORMATION SESSION**

- 10.1 A compulsory information session will be held on **06 October 2015, at 10H00**, the Department of Energy, Matimba House Building, 192 Corner Visagie and Paul Kruger Streets; Pretoria.

## **11. EVALUATION METHODOLOGY**

### **11.1 Cost**

- 11.1.1 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).
- 11.1.2 Detailed cost breakdown of the supply, installation and maintenance of the required machines must be attached. In addition to the detailed cost breakdown the service provider should include a summary of the total cost of the bid as per the attached template Marked as "**Annexure C**"

## 12. BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE)

- 12.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.
- 12.2 Bidders are required to submit original and valid B-BBEE status level Verification to substantiate their B-BBEE rating claims.
- 12.3 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.
- 12.4 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
- 12.5 Verification agencies accredited by SANAS; or Registered auditors approved by IRBA
- 12.6 The table below depicts the B-BBEE status level of contribution:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

### **13. COMPANY EXPERIENCE**

- 13.1 Service providers should have at least three (3) years experience in providing similar (camera installation) services and should provide proof accompanied by a minimum of three (3) correspondence from referees indicating that such project was executed as well as their contactable details.

### **14. MANDATORY REQUIREMENTS**

#### **14.1 Registration with Private Security Industry Regulatory Authority (PSIRA)**

- 14.1.1 The service provider, their company and staff who will execute the service must be registered with the Regulatory Authority. Certified copies of PSIRA Certificate must be attached to the proposal.
- 14.1.2 The service provider must submit the health and safety compliance certificates and licenses **Failure to attach mandatory copies as proof will disqualify the bid.**

### **15. PROJECT PLAN**

- 15.1 Project plan with intermediate and final outputs, identified timeframes/milestones, proposed methodology and management of the project.

### **16. WARRANTY**

- 16.1 Service providers should provide the warranty of not less than Twelve (12) months on equipment and labour.

### **17. DELIVERY PERIOD OF THE REQUIRED SECURITY SYSTEM**

- 17.1 The successful bidder must be able to supply and install the required security systems within six (6) weeks from the date of awarding of the contract.

## 18. EVALUATION CRITERIA

18.1 Bids will be evaluated on 90/10 point system as outlined in the PPPFA of 2011.

18.1.1 The proposals will be evaluated in two phases:

**18.1.1.1 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
<b>COMPANY EXPERIENCE</b>	<b>20</b>
Company Experience(at least five (5) years experience in providing similar services (supply ,install and maintain security x-ray scanners and metal detectors )	10
Provide proof accompanied by a minimum of three (3) correspondence from referees and their contactable details <b>(Failure to submit the required documents, bidder will forfeit points on this category)</b>	10
<b>MANDATORY REQUIREMENTS</b>	<b>30</b>
Company Registration with Private Security Industry Regulating Authority (Certified copy of PSIRA registration attached).	10
Service Provider and staff registration with PSIRA (Certified copies attached)	10
Submission of health & safety certificates & licenses <b>(Failure to attach the required copies will disqualify the bid)</b>	10
<b>PROJECT PLAN , COSTS IMPLICATIONS, MAINTENANCE PLAN AND WARRANTY</b>	<b>50</b>
Submission of the detailed Project/ Execution Plan including the ability to deliver the machines within six (6) weeks from the date of the receipt of the order number.	20
Submission of a list detailed breakdown of costs for the rental of the required machines and their maintenance for a period of 36 months as per Annexure C template	15
Submission of detailed Maintenance Plan & Service Level	10

Agreement with cost implication should be attached	5
Provision of warranty of not less than twelve (12) months in case of equipment and labour	
<b>(Failure to submit the required documents, bidder will forfeit points on this category)</b>	
<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

#### 18.1.1.2 Phase 2:

<b>Price</b>	<b>90</b>
<b>B-BBEE compliance</b>	<b>10</b>

## 19 FORMAT AND SUBMISSION OF THE PROPOSAL

- 19.1 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.
- 19.2 Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

## 20 CLOSING DATE

- 20.1 Proposals must be submitted by **16 October 2015, at 11H00** at 192 Conner Paul Kruger & Visagie Street, Pretoria in the bid box **marked** Department of Energy.

## 21. ENQUIRIES

21.1 All general enquiries relating to bid documents should be directed to  
**Daisy Maraba:** Tel No: (012) 406 7748: E-mail: [daisy.maraba@energy.gov.za](mailto:daisy.maraba@energy.gov.za)

21.2 Technical enquiries can be directed to:  
**Mapale Matseke:** Tel No: (012) 406 7382: E-mail: [mapale.matseke@energy.gov.za](mailto:mapale.matseke@energy.gov.za)  
**Nicholas Seokolowa:** Tel No: 012 406 7383: E-mail:  
[nicholas.seokolowa@energy.gov.za](mailto:nicholas.seokolowa@energy.gov.za)