



GAUTENG
LEGISLATURE
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REQUEST FOR QUOTATION


APPOINTMENT OF A CONSULTANT TO DEVELOP SPECIFICATIONS FOR THE CLOSE CIRCUIT TELEVISION (CCTV) FOR THE GAUTENG PROVINCIAL LEGISLATURE

RFQ NO: PR10061310

CLOSING DATE: 1 MARCH 2024

TIME: 11:00 AM

RFQ SUBMISSION: MMaphosa@gpl.gov.za

 <p>GAUTENG LEGISLATURE <small>Your View - Our Vision</small></p>	<p>ADMINISTRATIVE BASIC COMPLIANCE REQUIREMENTS</p>	<p>Section 1</p>
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These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

Item	Description	Mandatory	Submitted	
			Yes	No
1.	Technical Proposal	Yes		
2.	Bidder's Disclosure (SBD 4) Original completed and signed.	Yes		
3.	Preference Point Claim Form (SBD 6.1) Original completed and signed.	Yes		
4.	Did you submit copies of full Company Registration documents?	Yes		
5.	Did you submit copies of South African IDs' for shareholders?	Yes		
6.	Did you submit your company profile?	Yes		
7.	Did you submit a detailed CSD report and SARS Issued PIN?	Yes		
8.	Did you submit one (1) electronic copy of the RFQ?	Yes		
9.	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> • Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members 	Yes		
Service Provider's Name:.....				
Completed by:.....				
Signature:.....				

1. INTRODUCTION

- 1.1. The purpose of this proposal is to source a reputable CCTV expertise to assist the GPL to develop a detailed specifications of the close circuit television and to specify the technical requirements of that plan. For the proficiency and efficiency of the tender process, the consultant will oversee the planning and integration process from design until commissioning.
- 1.2. In addition, service providers must meet the requirements of this Terms of Reference (TOR) with standard, currently available products, and services.

2. BACKGROUND

- 2.1. The Gauteng Provincial Legislature (GPL) is a constitutionally enshrined institution that represents the public in processes of governance. The powers, functions and responsibilities of Provincial Legislatures are specifically set out in Chapter 6 of the Constitution. The legislative powers of Provincial Legislatures are defined by Section 114 of the Constitution.
- 2.2. The GPL therefore seeks to appoint a service provider who will be able to assist with the identification and selection of a solution, appointment of a contract and subsequent maintenance of the products and equipment to achieve return on investment the GPL will make in implementing this project.

3. OBJECTIVES

- 3.1. To provide prospective service providers with adequate information to understand and respond to the Gauteng Provincial Legislature's (GPL's) requirements in respect of the safety and security for GPL Members and staff.
- 3.2. To provide prospective service providers with the opportunity to present to the Gauteng Provincial Legislature (GPL) the best suitable options, both in terms of price and quality.

4. THE ROLE OF GAUTENG PROVINCIAL LEGISLATURE (GPL)

- 4.1 To once successfully vetted, make floor plans and other relevant documents
- 4.2 To ensure the consultant is familiar with current CCTV system.

5. THE ROLE OF THE CONSULTANT

- 5.1 To draft tender specifications for the scope of work under 6 below.
- 5.2 To provide weekly and monthly reports on the project milestones achieved and

challenges thereof.

5.3 To assist the Tender Evaluating Committee as advisor

Commented [MR1]: This is based on what, the implementation or?

If they going to assist with the evaluation of the proposals, please lets add that requirement here

6. SCOPE OF WORK

6.1. The role of the external security service consultant (the consultant), in the field of electronic security is to act for and on behalf of the of the GPL on security related requirements.

6.2. Must not have allegiance to installers or manufacturers of CCTV products and systems.

6.3. In addition, the successful service provider is to assist with drawing up a comprehensive specification document for the integrated security project and specifically:

6.3.1. Draw up specifications for the close circuit television (CCTV) for:

1. The CCTV cameras gaps in all the floors at GPL
2. Harry Hofmeyr parking garage
3. City Hall
4. GPL precinct
 - a. Helen Joseph Street
 - b. Rissik street
 - c. Albertina Sisulu street
 - d. Harrison street
 - e. Buyers Naude Square
5. Connection of all to the existing control room
6. Upgrading of the existing the control room

6.3.2. To advise on whether the bid costs are market related or not

6.3.3. To advise on the phases, milestones, and project duration

6.3.4. Investigate current and modern security trends on all equipment

6.3.5. To participate during a briefing session and or site inspection on behalf of the GPL

6.3.6. Assist with the evaluation of the bid proposals (i.e., provide a shortlist of bidders and provide a tender evaluation report and recommendation for appointment of a suitable bidder) as part of TEC.

6.3.7. Be in the project management team and assist with development plans and implementation

Commented [MR2]: Lets be specific t the cost we refer to

Commented [MR3]: Will they also advise on other alternatives should the CCTV not be a way to go in their opinion

Commented [VF4R3]: No

- 6.3.8. Sign off on systems/components of the security system (CCTV Installation assessment, snagging, witness testing and authorising engineer services)
- 6.3.9. **Oversee the commissioning of the system** and oversee the handover of the system to the GPL.
- 6.3.10. Oversee the training requirement programme by the suppliers, for the operators

Commented [MR5]: Will this include handover of the project to GPL?

6.4. The consultant must have skills and expertise in the following digital security environments:

- 6.4.1. Identification of products necessary for the for the intended security system) – this will be a much more detailed and thorough plan, but still based on the project approach already defined in the recommended GPL specifications.
- 6.4.2. Overseeing of appointed service provider and report to the GPL Security Project Management team on a weekly basis.
- 6.4.3. Follow and keep within detailed timelines and milestones for the various phases and components.
- 6.4.4. Advising on which phases can be undertaken concurrently and sequentially i.e., indicate those phases that are dependent on a previous phase having been completed.
- 6.4.5. Advising on identification of all risks related to the various phases, and a detailed risk management plan on how these risks will be managed and reduced where possible.
- 6.4.6. Advising on the impact on existing infrastructure and outlining the possibilities of expanding existing infrastructure.
- 6.4.7. Confirm that the consultant has experience in developing digitalized security systems using a variety of state-of-the-art equipment on:
 - a) CCTV equipment
 - b) Scope drafting
 - c) Project management

7. STATUTORY REQUIREMENTS

- 7.1 All references which will be provided will be subjected to verification.
- 7.2 All the service provider's directors and staff appointed by the GPL will be subjected to criminal checks and must not have a criminal record.
- 7.3 Must not have allegiance to installers or manufacturers of CCTV products and systems.

8. EXPERIENCE

- 8.1. The Service Provider must have 5 years' experience in providing and the development of tender specifications for the electronic security.
- 8.2. The Individual Consultant must have a Bachelor's degree in Electrical and/or Electronics engineering or related field, and sufficient (over 5 years) experience in delivering similar projects

9. PERIOD OF THE ASSIGNMENT

- 9.1. The service provider is expected to offer the services for the duration of the project (i.e., from project initiation, estimated costing, resource requirements, risk estimation, tender specification drafting, tender evaluation observer and construction monitoring until project sign off).

10. SPECIAL CONDITIONS

- 10.1. The appointed service provider will not be able to participate in the tendering processes for the appointment of a service provider to implement the project.

11. EVALUATION CRITERIA

- 11.1. The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.
- 11.2. The 80/20 Preference Point system will be applied to evaluate the received proposals, the process of which shall be done in the following phases:

11.2.1. Phase 1: Administrative Compliance (Preliminary Evaluation)

- 11.2.1.1. To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, completed standard bidding documents (SBD Forms) as per the tender document and other documentation that might have been required for the tender (e.g., ID copies, samples etc). Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**.

11.2.2. Phase 2: Functionality Evaluation Criteria (100)

- 11.2.2.1. This phase measures the capability and capacity of the service provider to deliver on the assignment. The below criterion will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for **Phase 3 of the evaluation, i.e., Price and Specific Goals**.

FUNCTIONALITY EVALUATION CRITERIA

CRITERION	DESCRIPTION	SCORE	WEIGHT																
<p>Service Provider Experience in similar projects Provide a Project List and supporting reference letters from previous clients demonstrating years of experience in executing projects of a similar nature.</p> <p>The Project List must be in the below table format</p> <table border="1" data-bbox="85 754 539 810"> <thead> <tr> <th>Project Description</th> <th>Value</th> <th>Period</th> <th>Client Name</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>The reference letters must be signed by the referee, and include the project description, and the duration of the contract.</p>	Project Description	Value	Period	Client Name					<p>A minimum of 5 years' experience in implementing similar projects with written client testimonials of projects completed in the past 5 years</p> <p>3 written client testimonials</p> <p>4 written client testimonials</p> <p>5 written client testimonials</p> <table border="1" data-bbox="781 839 1126 1008"> <thead> <tr> <th>No References</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> </tr> <tr> <td>4</td> <td>4</td> </tr> <tr> <td>5</td> <td>5</td> </tr> </tbody> </table>	No References	Weight	3	3	4	4	5	5		30
Project Description	Value	Period	Client Name																
No References	Weight																		
3	3																		
4	4																		
5	5																		

Commented [TB6]: Can we please align this with the scope? We can either change this back to 5 years or change the scope to 7 years

<p>Project Methodology and Implementation Plan (How the project will be initiated, implemented, monitored, and closed out). This should include the plan on the assessment of Vendors to implement the Project</p>	<p>Proposed methodology does not demonstrate the understanding and requirements of the project (0)</p>	5	60													
	<p>Proposed methodology provides for the basic approach and implementation plan (5)</p> <table border="1" data-bbox="555 632 996 919"> <thead> <tr> <th colspan="2">Methodology and Implementation Plan Requirements</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Proposed project initiation and planning</td> </tr> <tr> <td>2.</td> <td>Proposed project execution</td> </tr> <tr> <td>3.</td> <td>Proposed project monitoring and control of service providers</td> </tr> <tr> <td>4.</td> <td>Proposed clearing snag list and close off within budget</td> </tr> </tbody> </table> <p>The scoring criteria will be based on the requirements stipulated above:</p> <table border="1" data-bbox="555 1075 996 1268"> <thead> <tr> <th>Scoring Criteria</th> <th>Key Score</th> </tr> </thead> <tbody> <tr> <td>Less than 3 of the 4 requirements are covered.</td> <td>0</td> </tr> <tr> <td>3 of the 4 requirements are covered.</td> <td>4</td> </tr> </tbody> </table>			Methodology and Implementation Plan Requirements		1.	Proposed project initiation and planning	2.	Proposed project execution	3.	Proposed project monitoring and control of service providers	4.	Proposed clearing snag list and close off within budget	Scoring Criteria	Key Score	Less than 3 of the 4 requirements are covered.
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Scoring Criteria	Key Score															
Less than 3 of the 4 requirements are covered.	0															
3 of the 4 requirements are covered.	4															

CCTV CONSULTANT RFQ

	All four requirements are covered.	5		
Professional Affiliation Service provider must submit valid proof of the Engineer registration to the Engineering Council of South Africa (ECSA).	No valid proof of the Engineer registration to the Engineering Council of South Africa (ECSA) submitted.		0	10
	Valid proof of the Engineer registration to the Engineering Council of South Africa (ECSA) submitted.		5	
Total Points				100
Threshold				70



11.2.3 Phase 3: Price and Specific Goals

11.2.3.1 Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $Ps = 80 \left(1 - \frac{Pt - P \min}{P \min} \right)$	80
Specific Goals	20
TOTAL	100

Where,

- Ps = Points scored for comparative price of bid under consideration
 Pt = Comparative price of bid under consideration
 Pmin = Comparative price of lowest acceptable bid

The 20 preference points will be distributed as follows and as per the SBD 6.1:

#	GROUPING	POINTS	VERIFICATION
1	HDI	12	
1.1	Black owned	6	Central Supplier Database
1.2	Women	3	Central Supplier Database
1.3	PWDs	3	Central Supplier Database
2	Youth	4	Central Supplier Database
3	Locality	4	Central Supplier Database
	TOTAL	20	

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder

² 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.

**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 applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 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.

1.3 The maximum points for this tender are allocated as follows:

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

1.4 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.

1.5 The Gauteng Provincial Legislature 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:

$$P_s = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

80/20 or 90/10

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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:

$$P_s = 80 \left(1 + \frac{80/20 \cdot (P_t - P_{max})}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{90/10 \cdot (P_t - P_{max})}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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—
- 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
 - 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.)

The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
1	HDI	12	
1.1	Black owned	6	Central Supplier Database
1.2	Women	3	Central Supplier Database
1.3	PWDs	3	Central Supplier Database
2	Youth	4	Central Supplier Database
3	Locality	4	Central Supplier Database
	TOTAL	20	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 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]

5.4 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:

THE END