



## home affairs

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Department:  
Home Affairs  
**REPUBLIC OF SOUTH AFRICA**

**Terms of Reference TOR 18/2024-25**

**REQUEST FOR QUOTATION: SUPPLY AND INSTALLATION OF INTEGRATED ELECTRONIC SECURITY SYSTEMS, ALARM AND MAINTENANCE FOR 36 MONTHS (MUSINA REFUGEE RECEPTION CENTRE, MUSINA (LIMPOPO)).**

**Closing date and time:**

**Date: 24 January 2025**

**Time: 11:00 AM**

**Venue: 230 Johannes Ramokhoase Street, Pretoria**

**Non-Compulsory briefing session:**

**Date: 20 January 2025**

**Time: 10:00 -12:00**

**Venue: MS Teams**

**[https://teams.microsoft.com/join/19%3ameeting\\_YTBkNTY3ZGUtODM5Ni00MzE3LThkNzMtN2VinjY4ODVhNzg5%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%2291c4219a-e19b-43aa-859a-787ffd326950%22%7d](https://teams.microsoft.com/join/19%3ameeting_YTBkNTY3ZGUtODM5Ni00MzE3LThkNzMtN2VinjY4ODVhNzg5%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%2291c4219a-e19b-43aa-859a-787ffd326950%22%7d)**

**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo)).**

**SPECIFICATIONS / TERMS OF REFERENCE**

**SPECIFICATIONS / TERMS OF REFERENCE (Will form part of the bid documents)**

**1. Objectives**

1.1 The objectives (aim) of this tender are:

To invite bids from suitable service provider(s) for the supply, installation of integrated electronic security systems, and maintenance at Musina Refugee Reception Centre, Musina, Limpopo.

**2. Background**

The Department of Home Affairs, in view of the nature of its mandate, vision and mission, is exposed to high security risks, threats and vulnerabilities including corruption and theft. The Department has therefore a responsibility and mandate to implement and maintain minimum-security measures in terms of the Minimum Information Security Standards (MISS) as well as Minimum Physical Security Standards (MPSS). The purpose of these security measures is to protect personnel (including clients and other visitors), information, and all assets of the Department. In compliance with the above directives, as well as assessment of existing information and physical security measures by the Directorate: Physical Security, the Department has identified a need to install an effective and efficient integrated security system at Musina Refugee Reception Centre.

**3. Scope and Extent of the Tender**

3.1. The successful bidder(s) will be expected to execute and conduct the following tasks for/ provide the following services/items to the Department:

The Department of Home Affairs requires the services of capable and appropriately qualified electronic security system installers/service provider to provide a security system solution to compliment the guarding services currently utilised at the centre. The service provider must design, supply, install and commission a new Internet Protocol (IP) based electronic surveillance (CCTV monitoring) system. The system shall function or operate as one integrated IP surveillance system with IP cameras connected through an IP network to a video management and recording server/s. It must further be integrated with the Access Control system in such a way that it can be managed from one platform.

The service provider must also design, supply, install and commission a new IP based access control system.

**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo)).**

The system shall be fully integrated with the IP electronic surveillance or CCTV monitoring system described above, to be able to activate IP surveillance cameras to monitor access control events and alarms and display such events at the operator stations. The access control system shall control access by means of door status monitoring and biometric access control readers (with card function as well) and must follow a Client-Server Architecture with Multi-site capability.

**4. Special Conditions of Contract**

4.1. To achieve the above the successful bidder will be required to meet the following requirements:

- The service provider(s) may not recruit or shall attempt to recruit an employee of the Department of Home Affairs for the purposes of preparation of bid or the duration of the execution of this contract or any part thereof.
- The department reserves the right to verify submitted document with relevant body/Authority.

- I. The CCTV surveillance system must be integrated with the alarm, access control, and event recording control systems. Please specify intended brand.
- II. As-built drawings for the building will include camera positioning with their IP addresses, as well as door controller positioning with their IP addresses. All passwords and user names must be submitted as part of the documents. Floor layout to be submitted to the successful bidder.
- III. The Network Video Recorder should have enough space for a minimum of 90 days. Provision of additional storage to accommodate the requirement to have 6 month of video footage available.
- IV. Supply and Install Intruder Alarm System. The bidder must provide the latest technology of wireless, remote monitoring (alarm) system with video verification including battery backup. The proposed alarm system must have the following capability:
  - Integration with CCTV recorder to activate cameras on an alarm event to detect movement and send a video clip;
  - Notify selected DHA representatives either by SMS and by telephone call.
  - Provision, installation and commissioning of alarm system X64 (Panel, keypad, Door contacts, battery backup to maximum of 72 hours and siren)
  - A basic alarm system must comprise at least one 8 zone control panel, one keypad, one battery, one transformer, one siren, 6x motion sensors, magnetic contacts for 5 doors, three fixed panic buttons.

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**5. Tender Deliverables / Outputs and Timeframes**

5.1. The primary deliverables to be achieved

**5.1 Design, supply, installation and commissioning of an electronic surveillance system**

The service provider must design, supply, install and commission a new Internet Protocol (IP) based electronic surveillance (CCTV monitoring) system. The system shall function or operate as one integrated IP surveillance system with IP cameras connected through an IP network to a video management and recording server/s. It must further be integrated with the Access Control system in such a way that it can be managed from one platform. The surveillance system shall have the following main components:

**5.2 Design, supply, installation and commissioning of new Access Control System**

The service provider must design, supply, install and commission a new IP based access control system. The system shall be fully integrated with the IP electronic surveillance or CCTV monitoring system described above, to be able to activate IP surveillance cameras to monitor access control events and alarms and display such events at the operator stations. The access control system shall control access by means of door status monitoring and biometric access control readers (with card function as well) and must follow a Client-Server Architecture with Multi-site capability. The Access Control system shall over and above have the following functionality:

- Ability to integrate and manage intruder alarm systems;
- Ability to integrate with Perimeter Intrusion Detection System and electric fence;
- Ability to integrate with Microsoft Active Directory;
- Shall have Compliance Management Functionality;

**5.4 Site testing and commissioning**

The final testing of the entire system shall be conducted in the presence of, and to the satisfaction of the Directorate: Security Services, of the Department of Home Affairs. The installation will need to be certified by a qualified to the Engineer registered with ECSA that the works comply Manufacturer's and SABS standards. System testing shall include, but not limited to functionality of system features and physical components of the system to prove efficiency of all aspects

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of the system to the satisfaction of the Department. All necessary testing equipment shall be supplied by the service provider. The service provider shall conduct own commissioning tests prior to the final test to satisfy themselves that every aspect of the system is working in line with these Terms of Reference, to confirm readiness for final testing. After a successful final testing, the service provider shall hand over the project to the representative of Security Services and certify that the system is in good working condition, thereafter will notify the Department, in writing that the installation is complete, tested and in working order. All test reports are to form part of the hand-over pack to the Department.

### **5.5 Training and Induction**

During commissioning, the service provider shall provide skills transfer to nominated personnel from Security Services and Information Technology or any other section of the Department.

The service provider shall further provide comprehensive off-site training to four (4) officials of the Department to a level that they will be:

- competent in the operation of the systems;
- adequately trained to be able to train others;

The service provider shall be required to provide induction to the Departmental staff on the date, time and venue to be determined by the Department.

### **5.6 Support, repair and maintenance**

The service provider shall provide a support, repair and maintenance (proactive and reactive) service for the entire installation effective from the date of practical completion and commissioning of the integrated system at the Centre for the remainder of the contract period of 36 months. The service provider shall be required to sign a Service Level Agreement with the Department. The service provider shall be required to provide a detailed maintenance (proactive and reactive) plan that details tests and maintenance work to be undertaken, as well as resources, timelines, rates, as well as other conditions.

## **6. Logistics and Timing**

### **6.1 Project location(s):**

Musina Refugee Reception Centre (Limpopo)

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6.2 Expected commencement date:

After the Appointment by the Department

6.3 Project period:

Once off design, supply, install, commission and maintenance for 3 years

6.4 Bid proposal

- Service Provider must provide a bid proposal in response to this TOR document with clear information required to evaluate the bid against the requirements stipulated in this TOR document. The bid proposal response must indicate the following:
  - ❖ The bidding company's profile, including proof of compliance with all the requirements as per the TOR document.
  - ❖ The pricing information as per 5.1 above.
  - ❖ Where substantiations are required, a certified copy of certification or proof is required to be attached to the bid response.
- Bid documents may either be submitted through a courier services or hand delivered to the steel box situated at the main entrance of the Hallmark Building at the address indicated on SBD 1 form attached on the Home Affairs' tender document. If the bid documents are submitted through a courier services, **it is the responsibility of the bidder to ensure that the documents are inside the steel bid box by the closing time and date.**
- Bidder(s) are required to submit two (2) original bid proposal response documents as per paragraph 2.10 of the tender document under instruction to bidders:
  - ❖ One (1) original technical bid document with mandatory documentation attached;
  - ❖ One (1) original financial bid document and;

6.5 Fee structure

Bidder(s) must complete pricing schedule and indicate the total bid price in the SBD 3.1 form. All bid prices must be firm and the price will remain as such for the duration of the contract. Based on the specifications outlined above, give a specific pricing breakdown for the 3-year contract. Year 1 to year 3 (year 1, 2 and 3) pricing should be firm. Bidders are requested to clearly specify amount for year 1, year 2 and year 3 in their pricing schedule/ spreadsheet and incorporate

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same in the total bid price.

- Pricing information. Bid price must include VAT and should be fully inclusive to deliver all goods / services indicated in the terms of reference
- Bidders must indicate their prices on the basis of the following:
- All rates, sum, percentage fees or prices (as applicable) tendered in the pricing schedule shall be final and binding and shall not be subject to any variation throughout the period of the contract.
- Pricing for supply and install of access control should include the cabling between the specified equipment. \*300kg Maglock, Break glass with alarm, Biometric readers x2, Override Key. Door Controller and door closer. Also included should be networking of biometrics and controller to switch.
- Pricing for conduits will not be per metre, but an amount of all the conducting and routing that will be needed.

	I. COMPLY			II. QUANTITY								
	YES	NO	PRICE									
<b>3. SERVICE REQUIREMENTS</b>												
<b>MAIN ENTRANCE</b>												
<b>VARIFOVAL IP PoE DOME CAMERA</b> *2.8-12mm lens *minimum of 6 megapixel – <i>Supply &amp; Install</i>				<b>1</b>								
<table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">III. COMPLY</th> <th rowspan="2">IV. QUANTITY</th> </tr> <tr> <th>YES</th> <th>NO</th> <th>PRICE</th> </tr> </thead> </table>						III. COMPLY			IV. QUANTITY	YES	NO	PRICE
	III. COMPLY			IV. QUANTITY								
	YES	NO	PRICE									
<b>EXIT</b>												
<b>VARIFOVAL IP PoE DOME CAMERA</b> *2.8-12mm lens *minimum of 6 megapixel – <i>Supply &amp; Install</i>												
<b>COUNTERS</b>												
<b>VARIFOVAL IP PoE DOME CAMERA</b> *2.8-12mm lens *minimum of 6 megapixel – <i>Supply &amp; Install</i>				<b>6</b>								

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ACCESS CONTROL (Main Entrance *300kg Maglock, Breakglass, Biometric readersx2, Override Key. Door Controller and door closer. – <i>Supply &amp; Install</i>				1
ED (EMERGENCY DOOR) * 300kg Maglock, Breakglass, Siren, Power Supply. – <i>Supply &amp; Install</i>				1
<b>COUNTERS</b>				
VARIFOCAI IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – <i>Supply &amp; Install</i>				6
ACCESS CONTROL (STAFF RESTRICTED) *300kg Maglock, Breakglass, Biometric readersx2, Override Key. Door Controller and door closer. – <i>Supply and install only</i>				1
ED (EMERGENCY DOOR) * 300kg Maglock, Breakglass, Siren, Power Supply. – <i>Supply &amp; Install</i>				1
<b>ADMIN SECTION</b>				
VARIFOCAI IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – <i>Supply &amp; Install</i>				3
ED (EMERGENCY DOOR) * 300kg Maglock, Breakglass, Siren, Power Supply. – <i>Supply &amp; Install</i>				1
<b>RECEPTION HALL</b>				
VARIFOCAI IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – <i>Supply &amp; Install</i>				4
<b>INSPECTORATE AREA</b>				



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VARIFOCAL IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – <i>Supply &amp; Install</i>				2
<b>CENTRE MANAGER</b>				
22" MONITOR FOR CCTV CLIENT WORKSTATION – office manager <i>Supply &amp; Install</i>				
CCTV CLIENT WORKSTATION * Dual Monitor Output - <i>Supply &amp; Install</i>				
<b>EXTERNAL CAMERAS</b>				
OUTDOOR DAY/NIGHT SPEED DOME IP CAMERA				6
<b>SERVER ROOM</b>				
ACCESS CONTROL (STAFF RESTRICTED) *300kg Maglock, Breakglass, Biometric readersx2, Override Key. Door Controller and door closer. – <i>Supply and install only</i>				1
VARIFOCAL IP PoE DOME CAMERA *2.8-12mm lens *minimum of 6 megapixel – <i>Supply &amp; Install</i>				1
NVR 64 CHANNEL * Hard disk capable of storing footage for a minimum 90 days - <i>Supply &amp; Install</i>				1
48 PORT SWITCH PoE - <i>Supply &amp; Install</i>				1
24U FLOOR STANDING CABINET *With 3KVA UPS - <i>Supply &amp; Install</i>				1
UTP 24 PATCH PANEL - <i>Supply &amp; Install</i>				
BRUSH PANNEL” - <i>Supply &amp; Install</i>				1

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<b>SECURITY CONTROL ROOM</b>				
<b>ACCESS CONTROL (STAFF RESTRICTED)</b> *300kg Maglock, Breakglass, Biometric readersx2, Override Key. Door Controller and door closer. – <i>Supply and install only</i>				1
<b>VARIFOCAI IP PoE DOME CAMERA</b> *2.8-12mm lens *minimum of 6 megapixel – <i>Supply &amp; Install</i>				1
<b>CCTV CLIENT WORKSTATION</b> * Dual Monitor Output - <i>Supply &amp; Install</i>				1
<b>42" MONITOR FOR CCTV CLIENT WORKSTATION</b> Flat screen mountings on racks - <i>Supply &amp; Install</i>				2
<b>ACCESS CONTROL WORKSTATION/ TAKE-ON STATION</b> – * Take-On Station. <i>Supply &amp; Install</i>				1
<b>22" MONITOR FOR ACCESS CONTROL WORKSTATION/SERVER</b> - <i>Supply &amp; Install</i>				1
<b>ACCESS CONTROL TAKE-ON DESK</b> <i>Supply and install</i>				1
<b>CONDUIT/ROUTING</b>				
<b>MAINTENANCE for YEAR 2 and Year 3</b> Standard One year workmanship guarantee, 1X Quarterly full system check on year 2 and 3 <i>Maintenance and repairs for the Access Control, CCTV, Alarm and Intercom, skills transfer and licenses file hand over.</i>				1
<b>AS-BUILT DRAWINGS FOR THE ENTIRE BUILDING</b>				1

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* Include system documents - <i>PROVISION</i>				
<b>ALARM SYSTEM-supply and install, outright purchase (1x 8 zone control panel, 1x keypad, 1x battery, 1x transformer, 1x siren, 6x motion sensors, magnetic contacts for 5 doors, three fixed panic buttons.</b>				1
<b>Project cost excluding Vat</b>				R.....
<b>VAT Total</b>				R.....
<b>Total Cost inclusive of Vat</b>				R.....
REQUIREMENTS:				
The project is expected to be finalized by :				

**7. EVALUATION CRITERIA**

*(Indicate how the evaluation will be done)*

The following evaluation process will be followed to evaluate the bids received:

<b>Stage</b>	<b>Description</b>	<b>Applicable for this bid (Yes / No)</b>
Stage 1A	Non-Compulsory Briefing session	YES
Stage 1B	Initial screening process / compliance with bid requirements	YES
Stage 2	Pre-qualification criteria evaluation	NO

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<b>Stage</b>	<b>Description</b>	<b>Applicable for this bid (Yes / No)</b>
Stage 3	Mandatory requirements evaluation	YES
Stage 4	Functionality requirements evaluation	YES
Stage 5	Price / Specific goals evaluation	YES

**Stage 1A: Compulsory Briefing session**

- Compulsory briefing session will be held. Non-attendance will lead to disqualification of your proposal.

**Stage 1B: Initial screening process / compliance with bid requirements**

- Verification of bidder's compliance with bid requirements.

<b>No.</b>	<b>Compliance Checklist</b>	<b>Yes / No</b>
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS.	
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	
8.	The bidder completed SBD 6.1 Form in full and must indicate claimed points for each preference point system and attach evidence as per Table 1.	

**Stage 2: Pre-qualification criteria evaluation**

- Not applicable

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**Stage 3: Mandatory requirements evaluation**

- Compliance with the mandatory requirements.
- Bidders who fail to meet the mandatory requirements will be disqualified.

Mandatory requirement	Evidence to be submitted	Comply Yes/No
<ul style="list-style-type: none"> <li>• PSIRA Certificate</li> </ul>	Provide a valid PSIRA (Both company and Director), which is valid at the time of bidding.	
<ul style="list-style-type: none"> <li>• The company must be owned by South Africans</li> </ul>	Provide Certified copies of IDs of Directors/Owners	
<ul style="list-style-type: none"> <li>• Track record</li> </ul>	Company, Consortium or joint venture/partnership Experience: must provide minimum 3 signed reference letters. This must be on the client's letterhead with contactable references indicating acceptable level of performance or satisfactory performance with contactable references for similar services provided in the last 3 years as evidence.	

**Stage 4: Functionality requirements evaluation**

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20 point split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- The Technical proposal will be evaluated out of 100 points with a threshold of 60 (*Indicate the minimum points*) points. Bidders that score less than minimum of 60 (*Indicate the minimum points*) points will be disqualified.  
  
Bidders must score a minimum of 60 (*Indicate the minimum points*) point on functionality to qualify for further evaluation on price and preference points.

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- Each panel member will rate each individual criterion on the score sheet using either the points allocated or the following scale:

<b>Phase 1</b>			
<b>No.</b>	<b>Category</b>	<b>Weight</b>	<b>Total</b>
	<b>Align with above if to be changed</b>		
<b>1.</b>	<b>A minimum of 3 years' experience in supply and installation of integrated electronic security systems, alarm monitoring, and maintenance.</b>  Less than 3 years track record and experience = 10 3 years track record and experience = 30 4 years track record and experience = 40 5 years or more track record and experience = 50	50	
<b>2.</b>	<b><u>Expertise and experience</u></b>  <b>Company, Consortium or joint venture/partnership Experience: must provide minimum 3 signed reference letters. This must be on the client's letterhead with contactable references indicating acceptable level of performance or satisfactory performance with contactable references for similar services provided in the last 3 years as evidence.</b>  No reference letter = 0 1 reference letter = 10 2 reference letter = 20 3 reference letter = 30 4 reference letter = 40 5 reference letter = 50	50	
	<b>SUB-TOTAL</b>	<b>100</b>	
	<b>FINAL SCORE AS A % = (Subtotal 100)</b>		

**Stage 5: Price / Specific goals evaluation**

- As bids are only invited for requirements with a Rand value equal to or below R 50 000 000 inclusive of all applicable taxes, the 80/20 system shall be applicable and will be calculated as follows:

<b>SN</b>	<b>COMPONENT</b>	<b>POINTS</b>
1.	<b>Price:</b>	80

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2.	<b>Preferential points:</b> Specific goals	20
	<b>TOTAL:</b>	<b>100</b>

**Specific goals**

**Note to tenderers:** The tenderer **must** indicate how they claim points for each preference point system.)

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Evidence</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
<p>The company owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Black = <b>7 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Black = <b>5 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Black = <b>2 points</b></li> <li>• 0% company owned by people who are Black = <b>0 points</b></li> </ul>	7	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE</li> </ul>	

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
		certificate for Consortium, Joint Venture, or Trust	
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Women = <b>10 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Women = <b>5 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Women = <b>2 points</b></li> <li>• 0% company owned by people who are Women = <b>0 points</b></li> </ul>	10	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust</li> </ul>	
The company owned / director/s / shareholders by people who are Disabled.	3	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.	



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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
<ul style="list-style-type: none"> <li>• 100% company owned by people who are Disabled = <b>3 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Disabled = <b>2 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Disabled = <b>1 points</b></li> <li>• 0% company owned by people who are Disabled = <b>0 points</b></li> </ul>		<p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>	

**\*NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.**

**8. Minimum requirements**

Suppliers must ensure that the following documents are fully completed, signed:

- (i) Price Proposal
- (ii) SBD 1: Invitation to Bid
- (iii) SBD 4 form: Bidders Disclosure
- (iv) SBD 6.1 form: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022;

**(Note to tenderers: The tenderer must indicate how they claim points for each preference point system).**

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- (v) A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of Oath.
- (vi) Ownership Certificates issued by the Companies and Intellectual Property Commission (CIPC).
- (vii) Tax compliance status pin issued by SARS.

**Envelopes must be hand delivered to:**

**Department of Home Affairs  
230 Johannes Ramokhoase Street  
Hallmark building  
Pretoria  
0001**

Bid documents may either be submitted through a courier services or hand delivered to the steel box (Quotation Box) situated at the main entrance of the Hallmark Building at the address indicated as per above. If the bid documents are submitted through a courier services, it is the responsibility of the bidder to ensure that the documents are inside the steel bid box (Quotation box) by the closing time and date.

**Late proposal will not be accepted.**

**For attention: Ms. Valencia Ndhlovu**

**Tel (012) 406 2771**

**9. Enquiries**

**Direct all Supply Chain Management questions to:**

**Name: Valencia Ndhlovu**

**Tel: 012 406 2771**

**Direct all technical questions to:**

**Name: Mr Karel Mashele**

**Tel: (012) 406 2828 /064 750 2482**

**Email: [Karel.Mashele@dha.gov.za](mailto:Karel.Mashele@dha.gov.za)**

**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo).**

SBD1

**PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	TOR 18/2024-25	CLOSING DATE:	24 January 2025	CLOSING TIME:	11:00AM
DESCRIPTION	Appointment of service provider to supply and installation of integrated electronic security systems, alarm monitoring, and maintenance over 36 months (Musina Refugee Reception Centre, Musina (Limpopo).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Home Affairs					
230 Hallmark building,					
Cnr of Thabo Sehume and Johannes Ramakhoase street,					
Pretoria central.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Valencia Ndhlovu		CONTACT PERSON	Mr Karel Mashele	
TELEPHONE NUMBER	012 406 2771		TELEPHONE NUMBER	(012) 406 2828/064 750 2482	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Valencia.ndhlovu@dha.gov.za		E-MAIL ADDRESS	Karel. Mashele@dha.gov.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo)).**

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  
 NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

NO

**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 BELOW.**

- 2.1
- 2.2 **PART B**
- 2.3 **TERMS AND CONDITIONS FOR BIDDING**

- 1. BID SUBMISSION:**
- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. 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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
  - 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
  - 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

- 2. TAX COMPLIANCE REQUIREMENTS**
- 2.4 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
  - 2.5 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
  - 2.6 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
  - 2.7 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo)).**

- 2.8 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.9 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.10 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo)).**

**SBD 4**

**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 interest<sup>1</sup> 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**

\_\_\_\_\_

**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo)).**

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:

.....  
.....

**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 consortium<sup>2</sup> 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.

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<sup>2</sup> Joint venture or Consortium means an association of persons for combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo)).**

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



**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo)).**

**SBD 6.1**

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

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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS (B-BBEE)</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo)).**

- 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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

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

**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo)).**

**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:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

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.**

***80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.***

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p>The company owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Black = <b>7 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Black = <b>5 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Black = <b>2 points</b></li> <li>• 0% company owned by people who are Black = <b>0 points</b></li> </ul>	7	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>	
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Women = <b>10 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Women = <b>5 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Women = <b>2 points</b></li> <li>• 0% company owned by people who are Women = <b>0 points</b></li> </ul>	10	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>	

**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo)).**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p>The company owned / director/s / shareholders by people who are Disabled.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Disabled = <b>3 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Disabled = <b>2 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Disabled = <b>1 points</b></li> <li>• 0% company owned by people who are Disabled = <b>0 points</b></li> </ul>	3	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>	

**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

**Request for quotation: supply and installation of integrated electronic security systems, alarm and maintenance for 36 months (Musina Refugee Reception Centre, Musina (Limpopo)).**

[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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....
	.....