

Request for Proposal

Request for Proposal (RFP) for the supply, delivery, installation, and commissioning of cameras at CSIR Scientia Campus

RFP No. 3511/09/03/2022

Date of issue	Wednesday, 16 February 2022	
Compulsory briefing and site inspection session	Date: Wednesday, 23 March 2022 Time: 10H00 Venue: CSIR Scientia Campus, Meiring Naude Street, Brummeria, North Gate Reception Area (Opposite Sasol garage on Meiring Naude Street)	
Closing Date for submission of proposals	Date: Wednesday, 9 March 2022 Time: 10h00	
Tender submission	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Security Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

Installation of IP cameras at all our Scientia Campus Access points and perimeter fence (Zone 15) at Meiring Naude Road. Cameras includes overview of the gates, vehicle number plates recognition, high density facial identification, Thermal cameras for high-risk density areas and associated Control Room software.

Prospective Service Providers interested in providing CCTV solutions to the existing Security Services infrastructure, as specified hereinafter, to the:

**CSIR, Scientia Campus
Meiring Naude Road
Brummeria
Pretoria**

are invited to bid as follows:

- 2.1 This document contains all relevant information required in respect of the floor planning and security equipment specification for the Security Services to be performed at the specified areas of the CSIR.
- 2.2 The security upgrades specification relates only to the areas specifically referred to. Service Providers should study the information provided in detail before responding to the Request for

Proposal. The conditions set out in this specification will be used as a basis for monitoring the deliverable Setout for this security upgrade.

2.3 Review the bid information, specifications and conditions as outlined in this document in sections attached hereto.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from PSIRA registered service providers, for the supply, delivery, installation and commissioning of security cameras to the CSIR Scientia Campus.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

4.1 Mandatory Compliance Requirements

- A valid company PSIRA registration certificate
- A valid PSIRA letter of good standing issued to the company
- A valid National Key Point registration letter
- A valid letter of good standing relevant to the scope of work from the Department of Labour (COIDA) or any approved private insurance firm
- A valid public liability insurance cover to the minimum value of R2.5 million or Letter of Intent from an approved Insurance Firm
- Signed Bidder' Declaration Form, Annexure B
- Detailed brochure/s of required equipment
- Confirmation of equipment warranty period, a minimum of 24 months is required
- Maintenance requirement / plan for the required equipment

4.2 Technical Proposal

The following must be submitted as part of the **technical** proposal:

- Cover letter
- Company profile

- The bidder must submit a proposed project installation and commissioning plan
- The bidder must submit a concept of operations of the cameras (interface with the existing Control Room)
- The bidder must submit a maintenance plan of cameras and components
- The bidder must submit a licensing requirement for the cameras and software
- The bidder must submit a minimum of three (3) reference letters *of similar* current and completed projects between 2011 and 2021, inclusive of project value, project period, contractor name with contact details (telephone number and e-mail address) and the scope of work
- The bidder must submit their project organogram / structure
- The bidder must submit a detailed CV of the Project Manager (the Project Manager must have a minimum of 5 years' experience in the electronics/electrical field).

4.3 **Financial Proposal:**

The following must be submitted as part of the **financial** proposal:

- Cover letter on a company letter head detailing the bid amount in words and in figures.
- Original completed Price Schedule, Annexure D
- Proposed cost/ commercial offer as per attached Price Schedule, Annexure D
- Provide a valid original or copy of B-BBEE certificate or valid sworn affidavit.
- CSD registration report (RSA suppliers only).

Additional Requirements:

- The supplier must also submit quotation on their official company letterhead.
- The pricing must be firm and inclusive of all costs required to render the required services to the CSIR. Anything outside the scope of this RFP must be quoted separately.
- The pricing must be firm for a minimum period of 90 calendar days and inclusive of all costs to render the required service.

5 **THE SCOPE OF WORK**

5.1 The Scope of work is stated in the Price Schedule. This includes, but is not limited to, the following:

NORTH GATE AND VISITOR ENTRANCE

CAMERA TYPE	NO OF CAMERAS/ COMPONENTS
<p>ANPR CAMERA- 1/1.8” Progressive Scan CMOS, ICR, Color: 0.001 Lux/F1.2; B/W: 0.0003 Lux /F1.2. 1080P up to 50fps/60fps; H.265+/H.265/H.264+/H.264/MJPEG, 140Db WDR. 1*AudioOut,1*Audio IN, (-Y support). 2*AlarmIn, 2*Alarm Out. 5streams+5custom streams. (-Y: anti-corrosion). IP67; IK10;</p>	3
<p>AUDIO CAMERA- “1/2.8” Progressive Scan CMOS; H.265+/H.265/H.264+/H.264/MJPEG, Color: 0.009 lux @ (F1.6, AGC ON), 0 lux with IR. 50fps/60fps (1920x1080); VCA functions; 3 streams; 3D DNR; BLC; ICR; EXIR; DC12V&PoE; Built-in micro-SD/SDHC/SDXC slot; Alarm:1/1, Audio:1/1, DC 12V</p>	12
<p>DAY/NIGHT COLUR CAMERA- “1/1.8” Progressive Scan CMOS; H.265+/H.265/H.264+/H.264/MJPEG. Color: 0.0014 lux @ (F1.0, AGC ON), 0 Lux with Light. 25fps/30fps(2688x1520); VCA functions; 3 streams; 3D DNR; BLC; DC12V&PoE; Built-in micro-SD/SDHC/SDXC slot; Alarm:1/1, Audio:1/1, build-in mic(-U), DC 12V output, onvif support “ IP67</p>	7
<p>PANORAMIC CAMERA-</p> <ul style="list-style-type: none"> ● High quality imaging with 32 MP resolution, up to 2 × 5520 × 2400 @30 fps for panoramic channels ● 40x optical zoom and 16x digital zoom provide close up views over expansive areas ● Expansive night view with up to 250 m IR distance ● With one click on the panoramic channel, the PTZ channel shows the details automatically ● Continuous and stable manual tracking, auto-tracking, and panorama tracking ● Automatic switch between multiple targets ● Supports 7 alarm inputs, 2 alarm outputs, 1 audio input, and 1 audio output <p>IP67</p>	1

Power supply 36V DC for Panoramic camera	1
IR PTZ Camera General Menu Language: English Power Supply: 12VDC, PoE+ Power Consumption: Max.: 18 W (Max. 7 W for IR) 90% or less Protection Level: IP66 standard (outdoor dome) TVS 4,000V lightning protection, surge protection and voltage transient protection Material: ADC 12, PC, PC+10%GF Camera Image Sensor: 1/2.8" HD progressive scan CMOS Effective Pixels: 1920(H)x1080(V) Signal System: PAL/NTSC Minimum Illumination: Color: 0.005 Lux @ (F1.6, AGC ON) B/W: 0.001Lux @ (F1.6, AGC ON) 0 Lux with IR	1
Pole mounted bracket for Panoramic camera -Aluminium alloy, steel, and stainless steel with surface spray treatment	1
NVR DEVICE- NVR DEVICE- 256Mbps Bit Rate Input Max (up to 16-ch IP video), must be able to retain footage for six months	1

SOUTH GATE AND ICC

CAMERA TYPE	NO OF CAMERAS/ COMPONENTS
ANPR CAMERA- 1/1.8" Progressive Scan CMOS, ICR, Color: 0.001 Lux/F1.2; B/W: 0.0003 Lux /F1.2. 1080P up to 50fps/60fps; H.265+/H.265/H.264+/H.264/MJPEG, 140Db WDR. 1*AudioOut, 1*Audio IN, (-Y support). 2*AlarmIn, 2*Alarm Out. 5streams+5custom streams. (-Y: anti-corrosion). IP67; IK10;	4

<p>AUDIO CAMERA- “1/2.8” Progressive Scan CMOS; H.265+/H.265/H.264+/H.264/MJPEG, Color: 0.009 lux @ (F1.6, AGC ON), 0 lux with IR. 50fps/60fps (1920×1080); VCA functions; 3 streams; 3D DNR; BLC; ICR; EXIR; DC12V&PoE; Built-in micro-SD/SDHC/SDXC slot; Alarm:1/1, Audio:1/1, DC 12V IP67</p>	10
<p>DAY/NIGHT COLUR CAMERA- “1/1.8” Progressive Scan CMOS; H.265+/H.265/H.264+/H.264/MJPEG. Color: 0.0014 lux @ (F1.0, AGC ON), 0 Lux with Light. 25fps/30fps(2688×1520); VCA functions; 3 streams; 3D DNR; BLC; DC12V&PoE; Built-in micro-SD/SDHC/SDXC slot; Alarm:1/1, Audio:1/1, build-in mic(-U), DC 12V output, onvif support “ IP67</p>	8
<p>PANORAMIC CAMERA-</p> <ul style="list-style-type: none"> ● High quality imaging with 32 MP resolution, up to 2 × 5520 × 2400 @30 fps for panoramic channels ● 40x optical zoom and 16x digital zoom provide close up views over expansive areas ● Expansive night view with up to 250 m IR distance ● With one click on the panoramic channel, the PTZ channel shows the details automatically ● Continuous and stable manual tracking, auto-tracking, and panorama tracking ● Automatic switch between multiple targets ● Supports 7 alarm inputs, 2 alarm outputs, 1 audio input, and 1 audio output <p>IP67</p>	3
<p>Power supply 36V DC for Panoramic camera</p>	3
<p>Pole mounted bracket for Panoramic camera -Aluminium alloy, steel, and stainless steel with surface spray treatment</p>	3
<p>NVR DEVICE- NVR DEVICE- 256Mbps Bit Rate Input Max (up to 16-ch IP video), must be able to retain footage for six months</p>	1

EAST GATE AND BUS ENTRANCE

CAMERA TYPE	NO OF CAMERAS/ COMPONENTS
<p>ANPR CAMERA- 1/1.8” Progressive Scan CMOS, ICR, Color: 0.001 Lux/F1.2; B/W: 0.0003 Lux /F1.2. 1080P up to 50fps/60fps; H.265+/H.265/H.264+/H.264/MJPEG, 140Db WDR. 1*AudioOut,1*Audio IN, (-Y support). 2*AlarmIn, 2*Alarm Out. 5streams+5custom streams. (-Y: anti-corrosion). IP67; IK10;</p>	3
<p>AUDIO CAMERA- “1/2.8” Progressive Scan CMOS; H.265+/H.265/H.264+/H.264/MJPEG, Color: 0.009 lux @ (F1.6, AGC ON), 0 lux with IR. 50fps/60fps (1920x1080); VCA functions; 3 streams; 3D DNR; BLC; ICR; EXIR; DC12V&PoE; Built-in micro-SD/SDHC/SDXC slot; Alarm:1/1, Audio:1/1, DC 12V IP67</p>	6
<p>DAY/NIGHT COLUR CAMERA- “1/1.8” Progressive Scan CMOS; H.265+/H.265/H.264+/H.264/MJPEG. Color: 0.0014 lux @ (F1.0, AGC ON), 0 Lux with Light. 25fps/30fps(2688x1520); VCA functions; 3 streams; 3D DNR; BLC; DC12V&PoE; Built-in micro-SD/SDHC/SDXC slot; Alarm:1/1, Audio:1/1, build-in mic(-U), DC 12V output, onvif support “ IP67</p>	4
<p>PANORAMIC CAMERA-</p> <ul style="list-style-type: none"> ● High quality imaging with 32 MP resolution, up to 2 × 5520 × 2400 @30 fps for panoramic channels ● 40x optical zoom and 16x digital zoom provide close up views over expansive areas ● Expansive night view with up to 250 m IR distance ● With one click on the panoramic channel, the PTZ channel shows the details automatically ● Continuous and stable manual tracking, auto-tracking, and panorama tracking ● Automatic switch between multiple targets ● Supports 7 alarm inputs, 2 alarm outputs, 1 audio input, and 1 audio output <p>IP67</p>	1

Power supply 36V DC for Panoramic camera	1
IR PTZ Camera General Menu Language: English Power Supply: 12VDC, PoE+ Power Consumption: Max.: 18 W (Max. 7 W for IR) 90% or less Protection Level: IP66 standard (outdoor dome) TVS 4,000V lightning protection, surge protection and voltage transient protection Material: ADC 12, PC, PC+10%GF Camera Image Sensor: 1/2.8" HD progressive scan CMOS Effective Pixels: 1920(H)x1080(V) Signal System: PAL/NTSC Minimum Illumination: Color: 0.005 Lux @ (F1.6, AGC ON) B/W: 0.001Lux @ (F1.6, AGC ON) 0 Lux with IR	1
Pole mounted bracket for Panoramic camera -Aluminium alloy, steel, and stainless steel with surface spray treatment	1
NVR DEVICE- NVR DEVICE- 256Mbps Bit Rate Input Max (up to 16-ch IP video), must be able to retain footage for six months	1

PERIMETER FENCE - MEIRING NAUDE ROAD

CAMERA SPECIFICATION	NO OF CAMERAS
15mm thermal- Vox UFPA 640x512 pixels, Pixel pitch 17 µm, NETD< 40mk, Main/Sub/Third stream in max resolution at 50fps,15 palettes of colour adjustable, accuracy (Measurement range): ±8°C (-20~150°C) IP67	3
35mm thermal- Vox UFPA 640x512 pixels, Pixel pitch 17 µm, NETD< 40mk, Main/Sub/Third stream in max resolution at 50fps, Support contrast	1

adjustment, shutter adjustment in various modes, 15 palettes of color adjustable, smart accuracy (Measurement range): ±8°C (-20~150°C) IP67	
IP Speaker Network broadcast: playing audio file or real-time audio stream SD card broadcast: playing audio files from SD card Built-in microphone for sound collection	1
Outdoor Switch L2, Unmanaged, 4 100M PoE port+2 1000M SFP uplink rt, 802.3af/at, power budget≤120w, -40~75°C, Industrial	1

SOFTWARE

<ul style="list-style-type: none"> • Server with pre-loaded software (with CCTV analytics) • Licence to support 64 cameras 	1
ANPR licence per camera	7
Smart / Video Wall (Control room software)	1
IP licence per speaker	4

CONTROL ROOM

55-inch Monitors- 55",1080P,500cd/m ² , bezelwidth:3.5mm, Input: VGA/DVI/BNC/HDMI, Output: VGA/DVI/BNCp	4
Brackets- Wall-mounted bracket, suitable for all 46", 49" and 55" LCD models.	4
Video Wall Decoder- Decoder, supports Output: 8*HDMI/4*BNC, Input: VGA/DVI/RJ45, odd HDMI support 4K@30HZ	1
NVR DEVICE- 256Mbps Bit Rate Input Max (up to 16-ch IP video), must be able to retain footage for six (6) months	1

General Conditions to Note

- **Manhole:** The manhole standard is Rhi-node 300 or Gewiss DX59701
- **Fibre cable:** The fiber leads that you will be installing to the furthest switch must be single mode OC2 LC-LC termination.
- **Scan:** Where required, the underground scanning has to be done and submitted.
- **Excavation:** Excavation along perimeter boundary (450mm Deep).
- **Warranty** should be included, must be a minimum of 24 months
- **Cabling:** All cabling should be in Metal tubing
- **Network Infrastructure:** The Network infrastructure is available up to the termination point and any networking equipment that will be required from the termination point must be added to the proposal.
- **Drawings: Please note** that the drawings of the Gates with camera positions will be provided to those who attend the site briefing and are willing to sign a non-disclosure agreement.

General

Intent of Document

The specification is intended to cover the complete installation of Security camera solution at the four entry points of the Scientia campus and ICC. The specified equipment requirements are outlined.

In cases where there will be other equipment required to facilitate integration and completion of the project it then needs to be stated in the quotation.

Scope of Supply

The once-off supply, delivery, installation, and commissioning of the complete CCTV solution as specified in this document.

The CCTV Solution will be an upgrade of the existing system which currently runs on RG-59 cabling, an IP cabling system is required. Alterations are required to the existing equipment rack infrastructure to Setout new routes and allow patching of new cables, this will be rolled out to all the points of entry.

The scope of the work will be carried out while the premises, buildings and receptions are occupied and in operational condition. The sequence in which the work must be carried out must be established in consultation with the CSIR Representative.

All interruptions/delays for accessing the campus that may be necessary for the execution of the work will be subject to prior arrangements between the Contractor, the end user, and the CSIR Representative.

Co-ordination

Due to the nature of the installation, a fixed sequence of operation is required to properly install new systems. The work shall be closely scheduled and monitored by the CISR Representatives, in order not to delay the entire project.

The contractor shall familiarise him/herself with the requirements of each entry point and shall examine buildings where installation will take place and note challenges/difficulty of access to the CSIR representative.

Test Certificates and Inspections

The following tests are to be carried out. The Contactor shall submit his complete hand over file with snap shots, camera naming, Ip address and password for approval before the inspection is arranged.

- (a) After completion of the works, a full test will be carried out on the installation for all system setup requirements for full functionality and ease of use, during this period the installation will be inspected by the CISR Representative and the contractor shall make good, to the satisfaction of the Representative, any defects which may arise.
- (b) The Contractor shall be provided the opportunity to present the installation to satisfy that all equipment is working 100%, all tests will be done during the day and later at night.
- (c) Test reports of both tests as specified under (a) and (b) are to be submitted to the CSIR representative.

Guarantee

The Contractor shall guarantee the complete installation for a period of twelve (12) months after the final delivery has taken place.

If during this period the system is not in working order, or not working satisfactorily owing to faulty material, design or workmanship, the Contractor will be notified, and immediate steps shall be taken by him to rectify the defects and/or replace the affected parts on site at his own expense.

The Contractor shall maintain the system in good working condition for the full twelve (12) month period after the final commissioning of the installation. However, should the Contractor fail to hand over the installation in good working order on the expiry of the specified months, the Contractor shall be responsible for further monthly maintenance until final delivery is taken.

During this period the contractor will undertake to arrange that the SYSTEM be inspected at least once per month by a qualified member of his staff who shall: -

- (a) Report to the Officer-in-charge, keeping the maintenance records, and enter a logbook the date of the visit, the tests carried out, and the adjustments made, and any further details that may be required.
- (b) Replace all faulty equipment, where necessary.
- (c) Check camera downtime and cause, when necessary.

Warranty

Warranty is defined as an assurance given by the Service Provider to the buyer that the specified

facts about the products are true. It is a collateral condition to the main objective of the contract. It specifies that the particular product is up to the standard, i.e., quality, fitness for purpose and performance as per the specifications.

The warranty applies to all cameras, NVRs, and configurations. In case the products does not satisfy the set standards, then the Service Provider is obligated to repair the product, or replace its defective part, or it will be completely replaced.

Materials and Workmanship

- (a) The work throughout shall be executed to the highest standards and to the entire satisfaction of the Representative who shall interpret the meaning of the Contract Document and shall have the authority to reject any work and materials, which, in his judgement, are not in full accordance therewith. All condemned material and workmanship shall be replaced or rectified as directed and approved by the CSIR Representative.
- (b) All work shall be executed in a first-class manner by qualified tradesman.
- (c) The Contractor shall warrant that the materials and workmanship shall be of the highest grade, that the equipment shall be installed in a practical and first-class manner in accordance with the best practices and ready and complete for full operation. It is specifically intended that all material or labour which is usually provided as part of such equipment as is called for and which is necessary for its proper completion and operation shall be provided without additional cost whether shown or described in the Contract Document.
- (d) The Contractor shall thoroughly acquaint himself with the work involved and shall verify on site all measurements necessary for proper installation work. The Contractor shall also be prepared to promptly furnish any information relating to his own work as may be necessary for the proper installation work and shall co-operate with and co-ordinate the work of others as may be applicable.
- (e) All components and their respective adjustment, which do not form part of the equipment installation work but influence the optimum and safe operation of the equipment shall be considered to form part of and shall be included in the Contractor's scope of works.
- (f) All control equipment and serviceable items shall be installed and positioned such that they will be accessible and maintainable.
- (g) The Contractor shall make sure that all safety regulations and measures are applied and enforced during the installation and guarantee periods to ensure the safety of the public and the User Client.
- (h) The Contractor is to include for all scaffolding required to complete the work required.

Brochures

Detailed brochures of all equipment offered shall be presented together with the tender documents.

6 FUNCTIONAL EVALUATION CRITERIA

- 6.1 The functional evaluation will be done in two (2) phases. The first phase will be based on the bidders' technical submission and the second phase on a presentation to be delivered by the bidder.
- 6.2 The purpose of the presentation is to provide the opportunity to the bidder to present their demonstration of their equipment proposal, as well as to mutually clarify issues relating to the brief and project as a whole. It is not an opportunity for the bidders to amend their proposals.
- 6.3 Bidders who proceed to the second phase will each be allocated 30 minutes to present their proposal and will be expected to respond to clarity seeking questions posed by the CSIR Supplier Selection Committee member(s).
- 6.4 Bidders that achieve an overall minimum technical score of **70%** and not less than **50%** on each criterion for phase one of the evaluation will be invited for the presentations.
- 6.5 The bidding companies who qualify for the second phase of the evaluation will be notified in advance of the date and venue of the presentations.
- 6.6 Bidders will be required to achieve an overall score of 70% for functionality for phase two in order to be evaluated further on price and B-BBEE.
- 6.7 Refer to Annexure C for the scoring sheet that will be used to evaluate functionality. **It is critical that you examine how the points will be allocated per item to avoid your team being marked down or disqualified if the information required is not explicit.**
- 6.8 The overall evaluation of the functional / technical detail of the proposal and presentation will be based on the following criteria:

Phase one

Item #	Evaluation Criteria	Criteria Description	Weighted Score
1	Project Plan	Project Installation and Commissioning Methodology and Plan	20
2	Concept of Operations	Concept of Operation of Cameras – Interface with Control Room and Monitoring concepts	20

3	Company Experience	A minimum of Three (3) reference letters must be submitted for similar services as requested in the scope of work	30
4	Staff Capability	Project Lead Member, Electrical / Electronics' Diploma / Degree (or Similar), Minimum of 5 years' experience in Camera Installations and Commissioning	10
5	Organogram	Project Organogram – showing team members to be deployed in this Project	10
6	Warranty	Service provider must provide a warranty period for the products offered	10
Total			100

Phase two

Evaluation Criteria	Description	Weight
Presentations	Shortlisted Bidder to deliver a presentation on the camera solution	100
Total		100

7 ELIMINATION CRITERIA

7.1 Proposals will be eliminated under the following conditions:

- Submission after the deadline.
- Proposals submitted at incorrect e-mail address.
- Failure to attend the compulsory briefing session / site inspection.
- Failure to submit a valid company PSIRA registration certificate.
- Failure to submit a valid PSIRA letter of good standing issued to the company.
- Failure to submit a valid National Key Point registration letter
- Failure to submit a valid letter of good standing relevant to the scope of work from the Department of Employment and Labour (COIDA) or any approved private insurance firm.

- Failure to submit a valid public liability insurance cover or Letter of Intent from an approved Insurance Firm to the minimum value of R2.5 million.
- Failure to submit confirmation of warranty period for the equipment, a minimum of 24 months is required.
- Failure to submit a maintenance plan for the required products.
- Failure to submit Signed Bidder' Declaration Form, Annexure B.

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

SECTION B – TERMS AND CONDITIONS

9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1 All proposals must be submitted electronically to tender@csir.co.za
- 9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 9.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 9.4 The naming/labeling syntax of files or documents must be short and simple
- 9.5 All documents submitted electronically via e-mail must be clear and visible.
- 9.6 All proposals, documents, and late submissions after the due date and time will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: Wed 16 February 2022
- Compulsory briefing session / site inspection: Wed 23 February 2022
- Last date for submission of queries: Mon 28 February 2022
- Closing / submission Date: Wed 09 March 2022

11 SUBMISSION OF PROPOSALS

- 11.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 11.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 11.3 All e-mailed proposal submissions are to be clearly **subject referenced with the RFP number**. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:

PART 1: Technical Proposal RFP No.: 3511/09/03/2022

PART 2: Pricing Proposal RFP No.: 3511/09/03/2022

11.4 The CSIR will award the contract to qualified tenderer(s) whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and B-BBEE.

11.5 Proposals submitted must be in the following file formats:

- PDF

12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of Wednesday, 09 March at 16H30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

13 AWARDING OF TENDERS

13.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

14 EVALUATION PROCESS

14.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful bidders.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

14.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

15 PRICING PROPOSAL

- 15.1 The Pricing Proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 15.2 The price needs to be provided in South African Rand (excl. VAT). Note that this is a fixed price contract and not subject to escalation.
- 15.3 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.
- *Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*
- **Non-firm price is all prices other than “firm” prices.*
- 15.4 Payment will be according to the CSIR Payment Terms and Conditions.

16 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the RFP closing date.

17 APPOINTMENT OF SERVICE PROVIDER

- 17.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 17.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, CSIR reserves the right to appoint an alternative supplier.

18 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with **“RFP No: 3511/09/03/2022 – Request for Proposal (RFP) for the supply, delivery, installation, and commissioning of cameras at CSIR Scientia Campus”** as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

19 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

20 COST OF PROPOSAL

Bidders are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by bidders.

21 CORRECTNESS OF RESPONSES

- 21.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 21.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

22 VERIFICATION OF DOCUMENTS

- 22.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 22.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

23 SUB-CONTRACTING

- 23.1 A bidder will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a bidder intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 23.2 A bidder awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

24 ADDITIONAL TERMS AND CONDITIONS

- 24.1 A bidder shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 24.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 24.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture Agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates
- 24.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 24.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.
- 24.6 SANS 1200 will be referred to for any assessment of contractor's claims.

25 CSIR RESERVES THE RIGHT TO

- 25.1 Not to appoint the lowest tenderer;
- 25.2 Extend the closing date;
- 25.3 Verify any information contained in a proposal;
- 25.4 Request documentary proof regarding any tendering issue;
- 25.5 Give preference to locally manufactured goods;
- 25.6 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 25.7 Award this RFP as a whole or in part;
- 25.8 Cancel or withdraw this RFP as a whole or in part.

26 BRIEFING SESSION LOGISTICS

Please take note of the following Safety Protocols to follow when visiting the CSIR site for the briefing session/site inspection:

a. **Prior to site visit**

- i) *Only a maximum of two delegates from each company/bidder will be allowed on site.*
- ii) *All bidders/contractors must prior to visiting the CSIR site complete the online COVID-19 symptom screening questionnaire via the following link - <https://screen.csir.co.za/>*
- *All bidders attending the compulsory briefing session must prior to the visit watch the CSIR Safety and Health video via the following link - <http://streaming.csir.co.za/View.aspx?id=9264~4v~6hmMEM7b> (Please view this video prior to visiting any of the CSIR sites).*
- *All bidders must watch the COVID-19 Visitors' induction video <https://www.youtube.com/watch?v=XD4NDvtO8ck> (Please view this video prior to visiting any of the CSIR sites).*
- *Any special requests for Personal Protective Equipment relating to the area to be inspected must be stated upfront*

b. **Entrance to a CSIR site**

- i) *All bidders/delegates must wear a **face mask** on entrance and at all times during the site inspection*
- ii) *The Covid-19 self-screening questionnaire must be completed on the morning of entry to the site and a screenshot of the result must be shown to Security.*

- iii) *All delegates will subject to temperature screening at the gates using a non-contact temperature scanner and any person with a temperature of 38 C and above will not be allowed entry*
- c. *Conduct during site visit***
 - i) *All Covid-19 precautionary measures as explained in the videos and induction must be obeyed*
 - ii) *Masks must be worn for the duration of the visit*
 - iii) *Hand-sanitizer will be made available at the entry points to buildings and at the meeting venue*
 - iv) *No pens, paper or other stationary will be distributed. Bidders need to bring their own pens, notepads, etc. to avoid sharing or passing of items*
 - v) *Social distancing of at least 2m must be maintained at all times*
 - vi) *Where items for inspection need to handled, sanitizer must be used by the delegate prior to and after handling/touching the item*
 - vii) *Depending on the available space at the inspection site, the number of delegates allowed at a specific may be limited to allow for social distancing*
 - viii) *No refreshments will be served during the site inspection*
 - ix) *Should a delegate not feel well during an inspection they need to immediately alert the host and the Medical Assistance will be contacted for assistance*

27 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

28 RETURNABLE DOCUMENTS

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete and or submit the following returnable documents:

RETURNABLE DOCUMENTS			
PART A: TECHNICAL RETURNABLES			
Returnable Schedules required only for Tender Evaluation Purposes.			
Description		Submitted (please tick)	
		Yes	No
1.	Cover letter		
2.	Company profile		
3.	Detailed Organogram		
4.	CV of Lead Project Member		
5.	Detailed Project Organogram		
6.	Three contactable references		
7.	Valid and active company PSIRA registration		
8.	PSIRA letter of good standing		
9.	National key point letter		
10.	Maintenance plan		
11.	Valid COIDA certificate		
12.	Public Liability Cover		
13.	Brochures		
14.	Confirmation of equipment warranty		
PART B: PRICING PROPOSAL			
Returnable Schedules that will be incorporated into the Contract.			
15.	Cover letter		
16.	Completed Price Schedule		
17.	Proposed cost / commercial offer		
18.	Valid B-BBEE certificate or sworn affidavit		
19.	CSD Registration Report		

29 ANNEXURE A - PRICING PROPOSAL FORM

THE BIDDER IS TO COMPLETE AND SIGN THE TENDER FORM

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Tender Data as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....
.....
..... Rand (in words); R (in figures),

This offer may be accepted by the CSIR by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s)
Name(s)
Capacity
For the Bidder
Name and
signature of
witness
Date

30 ANNEXURE B - DECLARATION BY BIDDER

Only bidders who completed the declaration below will be considered for evaluation.

RFP No:

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No.....** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE	

31 ANNEXURE C – SCORING SHEET

Phase one

No.	Criteria	Proof required	Points allocation	Weight	
1	Project Methodology and Plan	<ul style="list-style-type: none"> ▪ A detailed Project Plan with time frames is provided. ▪ Methodology to implement and commission the cameras across all gates. ▪ SHEQ consideration in the implementation process 	No Submission	0 point	20%
			The methodology is poor / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. Project Plan is unrealistic	3 points	
			The methodology is specifically tailored to address the specific project/contract objectives. Critical areas and specification requirements are addressed. A realistic Project plan and generic SHEQ requirements are presented	5 points	
			The methodology is specifically tailored to address the specific project/contract objectives. Innovative approaches and specification requirements are addressed. A realistic Project plan and tailor-made SHEQ requirements are presented.	7 points	
			The methodology is specifically tailored to address the specific project/contract objectives. Innovative approaches and specification requirements are addressed. A realistic Project plan and comprehensive SHEQ requirements. The tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs	10 points	

2	Concept of Operations	<p>Detailed description of the following</p> <ul style="list-style-type: none"> ▪ Description of how each type of camera will function. ▪ How the Control Room Operators will interface with each camera to be able to make security decisions ▪ Maintenance requirements of each camera 	No submission	0 point	20%
			The concept of operation is generic and not specific to the installation and functional requirements.	3 points	
			The Concept of operation addresses the functional objectives of cameras at a basic level.	5 points	
			The Concept of operation is detailed and addresses interface of the Controller with cameras, details of how each camera functions and is supported.	7 points	
			In addition to above points, the concept of operation outlines innovative ways of how cameras are interfaced with other systems to produce a holistic detection system.	10 points	
3	Company experience	<ul style="list-style-type: none"> ▪ The bidder must demonstrate the experience of the firm with respect to specific aspects of the project. ▪ Bidder must submit relevant reference letter for projects completed between 2011 and 2021 	No submission	0 point	30%
			1 – 2 reference letters	3 points	
			3 - 5 reference letters	5 points	
			6 - 7 reference letters	7 points	
			More than 7 reference letters	10 points	
4	Staff capability (Detailed CV of Lead Project Manager)	<ul style="list-style-type: none"> ▪ Detailed CV of the Lead Project Manager ▪ Must have minimum of 5 years work experience 	No submission	0 point	10%
			1 – 4 years' experience	3 points	
			5 - 6 years' experience	5 points	
			7 - 9 years' experience	7 points	
			More than 10 years' experience	10 points	
5	Organogram	<ul style="list-style-type: none"> ▪ Detailed organogram indicating contract execution team members and their qualifications. The qualifications must be Electrical / Electronics' Diploma or Degree. 	No submission	0 points	10%
			Organogram submitted but requisite qualifications not met	3 points	
			Organogram submitted and requisite qualifications are met	5 points	
			Organogram submitted with solid project team including qualifications that will support the project, e.g., ICT, Network configuration.	10 points	

6	Warranty	<ul style="list-style-type: none"> The CCTV system / equipment should come with a warranty plan with stipulated duration. 	Warranty of at least 24 months	5 points	10%
			Warranty of 36 months	10 points	
TOTAL					100%

Phase two (Bidder presentation)

No.	Criteria	Points allocation	Weight
1	<p>Presentation by Bidder</p> <p>Shortlisted Bidder to deliver a presentation on the camera solution</p>	<p>0 points – No presentation</p> <p>5 points – The solution presented does not meet our requirement</p> <p>7 points - The solution adequately meets our requirements</p> <p>10 points - The solution adequately meets our requirement and includes innovative solutions</p>	100%
Total			100%

33 ANNEXURE D – PRICE SCHEDULE

33.1 NORTH GATE AND VISITOR ENTRANCE (GATE 6)

Camera type	Quantity	Rate / Ea.	Total
ANPR Camera	3		
Audio Camera	12		
Day/night colour camera	7		
Panoramic camera	1		
Power supply 36V DC for Panoramic camera	1		
IR PTZ Camera	1		
Pole mounted bracket for Panoramic camera	1		
NVR device	1		
Accessories	Sum		
Labour and commissioning	Sum		
Sub-Total			
VAT @ 15%			
Total			

33.2 SOUTH GATE AND ICC GATE

Camera type	Quantity	Rate / Ea.	Total
ANPR camera	4		
Audio camera	10		
Day/night colour camera	8		
Panoramic camera	3		
Power supply 36V DC for Panoramic camera	3		
Pole mounted bracket for Panoramic camera	3		
NVR device	1		
Labour and commissioning	sum		
Sub-Total			
VAT @ 15%			
Total			

33.3 EAST GATE AND BUS ENTRANCE

Camera type	Quantity	Rate / Ea.	Total
ANPR camera	3		
Audio camera	6		
Day/night colour camera	4		
Panoramic camera	1		
Power supply 36V DC for Panoramic camera	1		
IR PTZ Camera	1		
Pole mounted bracket for Panoramic camera	1		
NVR device	1		
Labour and commissioning	Sum		
Sub-Total			
VAT @ 15%			
Total			

33.4 PERIMETER FENCE – ALONG MEIRING NAUDE ROAD

Camera specification	Quantity	Rate / Ea.	Total
15mm thermal- Vox UFPA 640x512 pixels, Pixel pitch 17 µm, NETD< 40mk, Main/Sub/Third stream in max resolution at 50fps,15 palettes of colour adjustable, accuracy (Measurement range): ±8°C (-20~150°C)	3		
35mm thermal- Vox UFPA 640x512 pixels, Pixel pitch 17 µm, NETD< 40mk, Main/Sub/Third stream in max resolution at 50fps, Support contrast adjustment, shutter adjustment in various modes, 15 palettes of color adjustable, smart accuracy (Measurement range): ±8°C (-20~150°C)	1		
IP Speaker Network broadcast: playing audio file or real-time audio stream SD card broadcast: playing audio files from SD card Built-in microphone for sound collection	1		
Outdoor Switch L2, Unmanaged, 4 100M PoE port+2 1000M SFP uplink rt, 802.3af/at, power budget≤120w, -40~75°C, Industrial	1		
<u>SOFTWARE</u>			
Server with pre-loaded software (with CCTV analytics) Licence to support 64 cameras	1		
ANPR licence per camera	7		
Smart / Video Wall (Control room software)	1		
IP licence per speaker	4		
<u>CONTROL ROOM</u>			

55-inch Monitors- 55",1080P,500cd/m ² , bezelwidth:3.5mm, Input: VGA/DVI/BNC/HDMI, Output: VGA/DVI/BNCp	4		
Brackets Wall-mounted bracket, suitable for all 46", 49" and 55" LCD models.	4		
Video Wall Decoder- Decoder, supports Output: 8*HDMI/4*BNC, Input: VGA/DVI/RJ45, odd HDMI support 4K@30HZ	1		
NVR DEVICE- 256Mbps Bit Rate Input Max (up to 16-ch IP video), Must be able to retain footage for 6 months	1		
Labour and commissioning	Sum		
Sub-Total			
VAT @ 15%			
Total			

34 ANNEXURE E – Site SHEQ File Content

SHEQ requirement	Yes	No	N/A
SHE Structures (Organogram illustrating OHS Act S16.2; OHS Act S8 appointees; SHE Reps; First aiders; Fire fighters; etc)			
SHE Appointment letters			
COVID-19 Compliance Officer Appointment letters			
SHEQ policy			
A valid letter of good standing from COIDA or any other private insurer i.e. RMA			
SHE Committee minutes			
SHEQ Training records			
SHE Risk assessments			
COVID-19 Risk assessments			
Waste management plans and records			
Working at heights (competency training records) – ladders, scaffolding, cherry picker, fall protection planner etc. (if applicable).			
COVID-19 Work plan			
COVID-19 Daily screening of the workers			
PPE issue records			
Material Safety Data Sheets (training of personnel on MSDS's or cleaning chemicals).			
Medical surveillance schedules			
Asbestos Register where applicable			
Environmental Aspects and Impacts Registers			
Environmental Objectives and Targets			
Environmental Risk Assessments			
Environmental Incident Register			
Environmental authorisations and permits			
Environmental Training and Awareness records			
Waste disposal certificates and manifestos			
Commitment to continual improvement			

NOTE:

1. Know where the records are kept for evidence of completed work.
 2. Know the controls in place for verification or validation of results.
 3. Ensure that all procedures/ work instructions have a unique document number.
- Be prepared to share records/documents via virtual platforms if required.

34 ANNEXURE F – SBD 1 Form