



**ANNEXURE: "H"**

**TERMS OF REFERENCE ("TOR")**

**CIPC BID NUMBER: 13-2025-2026**

**DESCRIPTION: INVITATION TO SERVICE PROVIDERS TO  
SUBMIT PROPOSALS FOR THE SUPPLY  
INSTALLATION OF CCTV CAMERA SYSTEM  
FOR THE CIPC OFFICES.**

**CONTRACT PERIOD: FIVE YEAR (5) YEARS**

**COMPULSORY BRIEFING SESSION: 14 APRIL 2026**

**BID CLOSING DATE: 29 APRIL 2026**

**NB: IT IS THE RESPONSIBILITY OF THE PROSPECTIVE BIDDERS TO DEPOSIT TENDERS IN  
THE CORRECT BOX AND TENDERS DEPOSITED IN WRONG BOXES WILL NOT BE  
CONSIDERED.**

**THE CIPC TENDER BOX HAS THE FOLLOWING DESCRIPTION: "CIPC TENDER BOX".**

## **1. TERMS AND CONDITIONS OF REQUEST FOR TENDER (RFT)**

1. CIPC's standard conditions of purchase shall apply.
2. Late and incomplete submissions will not be accepted.
3. Any bidder who has reasons to believe that the RFP specification is based on a specific brand must inform CIPC before BID closing date.
4. Bidders are required to submit an original Tax Clearance Certificate for all price quotations exceeding the value of R30 000 (VAT included). Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of this RFP. Certified copies of the Tax Clearance Certificate will not be acceptable.
5. No services must be rendered or goods delivered before an official CIPC Purchase Order form has been received.
6. This RFP will be evaluated in terms of the **80/20** system prescribed by the Preferential Procurement Regulations, 2001.
7. The bidder must provide assurance/guarantee to the integrity and safe keeping of the information (that it will not amended/corrupted/distributed/permanently stored/copied by the service provider) for the duration of the contract and thereafter. Failure to submit will invalidate the bid proposal.
8. CIPC reserves the right to negotiate with the successful bidder on price.
9. The service provider must ensure that their work is confined to the scope as defined.
10. Travel between the consultant's home, place of work to the DTIC (CIPC) vice versa will not be for the account of this organization, including any other disbursements.
11. The Government Procurement General Conditions of contractors (GCC) will apply in all instances.
12. As the commencement of this project is of critical importance, it is imperative that the services provided by the Service Provider are available immediately. Failing to commence with this project immediately from date of notification by CIPC would invalidate the prospective Service Provider's proposal.
13. No advance payment(s) will be made. CIPC will pay within the prescribed period as per the PFMA.
- 14. All prices quoted must be inclusive of Value Added Tax (VAT)**
- 15. All prices must be quoted in South African Rand**
- 16. All prices must be valid for 120 days**
17. The successful Service Provider must at all times comply with CIPC's policies and procedures as well as maintain a high level of confidentiality of information.
18. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Commissioner or his/her delegate.
19. The successful bidder must ensure that the information provided by CIPC during the contract period is not transferred/copied/corrupted/amended in whole or in part by or on behalf of another party.
20. Further, the successful bidder may not keep the provided information by way of storing/copy/transferring of such information internally or to another party in whole or part relating to companies and/or close corporation. As such all information, documents, programs and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Commissioner or his delegate.



21. The service provider will therefore be required to sign a declaration of secrecy with CIPC. At the end of the contract period or termination of the contract, all information provided by CIPC will become the property of CIPC and the service provider may not keep any copy /store/reproduce/sell/distribute the whole or any part of the information provided by CIPC unless authorized in terms of the declaration of secrecy.
22. The Service Provider is restricted to the time frames as agreed with CIPC for the various phases that will be agreed to on signing of the Service Level Agreement.
23. CIPC will enter into Service Level Agreement with the successful Service Provider.
24. **CIPC reserves the right not to award this bid to any prospective bidder or to split the award.**
25. **Fraud and Corruption:**

The Service Provider selected through this Terms of Reference must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, CIPC Defines, that for such purposes, the terms set forth will be as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of CIPC or any personnel of Service Provider(s) in contract executions.
  - ii. "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to CIPC, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive CIPC of the benefits of free and open competition;
  - iii. "Unfair trade practices" means supply of services different from what is ordered on, or change in the scope of work;
  - iv. " Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract;
  - v. CIPC shall reject a proposal for award, if it determines that the bidder recommended for award, has been engaged in corrupt, fraudulent or unfair trade practices;
  - vi. **CIPC also reserves the right to terminate this Agreement by giving 10 (ten) business days written notice to the service provider due to any perceived (by CIPC) undue reputational risk to CIPC which CIPC can be exposed to resulting from the service provider or its management/directors being found to be involved in unethical behaviour, whether in its dealings with CIPC or any other business dealings.**  
**Note: "Unethical behaviour" includes but not limited to an action that falls outside of what is considered morally right or proper for a person, a profession or an industry**
  - vii. CIPC shall declare a Service Provider ineligible, either indefinitely or for a stated period of time, for awarding the contract, if at any time it determines that the Service Provider has been engaged in corrupt, fraudulent and unfair trade practice including but not limited to the above in competing for, or in executing, the contract.
  - viii. The service provider will sign a confidentiality agreement regarding the protection of CIPC information that is not in the public domain.
26. The successful bidder, which includes active company directors and resources assigned/deployed to the project, will undergo a security screening process. The appointment is contingent upon the positive results of this security screening. **If any serious**

negative information arises during this process, the CIPC reserves the right to request the bidder to remedy the situation within a specified period, and/or if not possible, the CIPC may withdraw the award.

27. Occupational Health and Safety Obligations

- i. CIPC is committed to ensure a safe work environment, imposing protection towards the health and safety of all personnel and preventing workplace injuries or losses. Mandataries/ service providers are employers, with duties prescribed in the Occupational Health and Safety Act No. 85 of 1993 as amended and other legislative obligations. Mandataries/ service providers shall strictly adhere to and ensure that their personnel adhere to the provisions of the OHS Act 85 of 1993 inclusive of required OHS obligations (CIPC OHS requirements and all other applicable legislation). The awarded service provider is required to provide assurance by submitting the necessary and/or obligated Occupational Health and Safety requirements to CIPC.
- ii. The necessary and/or obligated Occupational Health and Safety requirements include:
  - Bidding Companies valid COIDA Letter of Good Standing, or a licensed compensation insurer.
  - Bidding Companies signed Health; Safety & Environmental Policy Signed by Bidder's CEO OHS Act Section 16(1).
  - The Acceptance of Occupational Health and Safety Legislative Obligations and Other Requirements.
  - Upon Award, the following OHS Obligations shall be applicable but are not limited to:
  - The Occupational Health and Safety Act 85 of 1993 Section 37(2) Agreement
  - Other Occupational Health & Safety requirements (OHS file) compliance specific to the scope.

2. **COMPLUSORY BID REQUIREMENTS (FAILURE TO COMPLY WITH ALL REQUIREMENTS BELOW WILL IMMEDIATELY DISQUALIFY THE PROPOSAL)**

**INSTRUCTIONS FOR THE SUBMISSIONS OF A PROPOSALS**

**SUBMISSION OF ORIGINAL HARD COPY**

- a) Bidder's must submit **One (1) original copy** (hard printed copy of the technical proposal), this is for record keeping purposes and the USB Only will be used for bids evaluation.
- b) The bid document must be marked with the bidder's name
- c) The bid documents **must be signed** by an authorized employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories
- d) All pages of the submitted proposal must be numbered.

**SUBMISSION OF USB**

- a) **NO DISC WILL BE ALLOWED**
- b) **ONE (1) USB must be submitted, including technical proposal as well as price proposal saved in separate folders;**
- c) The USB must be marked with the bidder's name.
- d) **The USB must have an index page/ table of contents listed all documents included in the proposal for easy reference during evaluation (group information in separate folders)**
- e) **Open each folder prior submission to ensure that documents are saved and are properly opening and working**
- f) **BIDDERS TO VERIFY IF DOCUMENTS ARE SUCCESSFULLY LOADED IN THEIR USB'S**
- g) **USB'S WITH NO DOCUMENTS INCLUDED WILL BE DISQUALIFIED AS ONLY USB'S ARE USED FOR EVALUATION PURPOSES**



- h) **Important:** The USB will be used for evaluation purposes up to tender award, so all documents must be included in the USB, including SBD forms, technical proposal mandatory documents etc.
- i) The **USB** must contain the **exact** documents/ information submitted in the original copy which is only for record keeping
- j) Bidders to ensure that the information is properly saved in the USB prior submitting to CIPC and that there are **no missing pages, USB sticks opens, readable, and contain no blank pages, documents, or folders.** *Ensure that each folder created is numbered or documents placed in numbering order, avoid clustering folders with a lot of documents rather create separate folders*
- k) **THE USB WILL BE USED FOR EVALUATION HENCE THE BIDDER IS REQUIRED TO ENSURE THAT THE USB CONTAINS ALL INFORMATION.**
- l) **CIPC WILL NOT BE HELD LIABLE FOR INCOMPLETE PROPOSALS/ INFORMATION SUBMITTED IN THE USB'S**
- m) All pages must be signed, numbered and initial as per the original copy
- n) The USB must be submitted in **PDF format ONLY** and must be **read ONLY, NO Passwords Protection**
- o) **BIDDERS TO ENSURE THAT USB'S ARE WORKING PRIOR SUBMISSION**
- p) Bidders to ensure that USB 's are not password protected
- q) **IT IS THE BIDDER'S RESPONSIBILITY TO VERIFY IF THE USB IS WORKING BEFORE SUBMISSION**
- r) **BIDDER'S WITH USB'S NOT OPENING OR PASSWORD PROTECTED WILL BE DISQUALIFIED**

**FAILURE TO COMPLY WITH ALL THE ABOVE MENTIONED REQUIREMENTS WILL IMMEDIATELY INVALIDATE THE BID.**

#### **SUBMISSION OF PRICE PROPOSAL**

- a) Prospective bidders must submit a printed hard copy of the price proposal in a separate **SEALED** envelope. It is important to separate price from the technical proposal as price is evaluated at the last phase of the evaluation.
- b) The price envelop must be marked with the bidder's name
- c) Bidders to complete pricing schedule SBD 3.3 (Annexure "C")- **REFER TO ATTACHED SBD FORMS**
- d) The total price (**ceiling price**) must be carried over to **BOTH SBD 3.3 (Pricing Schedule) and SBD FORM 1:** (Invitation for Bids). **AND COMPLIANCE TO ANNEXURE "A" FROM PAGE 27 TO 35**
- e) The total bid Amount will be used for the evaluation of bids therefore it must be inclusive of all costs for the duration of the contract.
- f) All prices must be VAT inclusive and quoted in South African Rand (ZAR). ***Failure to comply with this requirement will disqualify the bid.***
- g) All prices must be valid for 120 days

**PLEASE NOTE THAT IT IS COMPULSORY THAT BIDDERS SUBMIT PROPOSAL AS PER THE FOLLOWING**

1. 1 (ONE) ORIGINAL / HARD COPY PRINTED
2. 1 (ONE) USB FOR TECHNICAL PROPOSAL AND PRICE MUST BE INCLUDED IN THE SAME USB BUT SAVED IN A SEPARATE FOLDER ("MARKED PRICE PROPOSAL") BIDDERS TO ENSURE THAT USB'S ARE WORKING PRIOR SUBMISSION
3. ONE SEALED ENVELOPE FOR PRICE PROPOSAL (INSIDE THERE MUST BE)
  - ❖ PRICE SCHEDULE – SBD.33: **PLEASE TAKE NOTE OF THE CLAUSE IN SBD 3.3 AND ENSURE COMPLIANCE**
  - ❖ **ALL CONDITIONS OF PRICE FOR EXAMPLE- PRICE FLUCTUATIONS OR PRICES NOT FIRM DUE TO ROE, ETC MUST BE CLEARLY STATED IN SBD 3.3 IN THE SPACE PROVIDED. SEE PAGE 14**
  - ❖ SBD1 - INVITATION TO BIDS
  - ❖ PRICE BREAKDOWN PREFERABLE IN THE BIDDER'S LETTERHEAD SIGNED BY AN AUTHORISED REPRESENTATIVE

**NB: Bidders must also refer to page 21 of 29 of the Terms of reference under Mandatory Requirements**

**FAILURE TO COMPLY WITH ALL THE ABOVE MENTIONED REQUIREMENTS WILL IMMEDIATELY INVALIDATE THE BID.**

I, the undersigned (NAME).....certify that:

**I have read and understood the conditions of this tender.**

I have supplied the required information and the information submitted as part of this tender is true and correct.

.....  
Signature

.....  
Date

**FAILURE TO COMPLY WITH ALL THE ABOVE MENTIONED REQUIREMENTS WILL IMMEDIATELY INVALIDATE THE BID.**



#### 4. PURPOSE

The purpose of the bid is to invite suitably qualified South African owned and PSIRA registered service providers to bid for the provision of an Integrated Security Surveillance System. The successful bidder will be required to provide maintenance of the system for a period of 5 years.

#### 5. INTRODUCTION

The Companies and Intellectual Property Commission (CIPC), a member of the “*the dtic*” mandate is to register companies, business rescue practitioners and corporate names; maintain data; regulate governance of and disclosure by companies; accredit dispute resolution agents; educate and inform about all laws; give non-binding opinions and circulars, policy, and legislative advice.

The CIPC seeks to procure the service of a competent and reputable service provider to conduct and implement an Integrated Security Surveillance System. The successful service provider will be required to render the service in the CIPC Headquarters located at 77 Meintjies Street, Sunnyside, Pretoria, and the below three (3) Self Service Centers (SSC): -

**Bathopelle House,  
91 Commissioner Street  
Marshalltown  
Johannesburg**

**Suncadia Mall  
541 Madiba Street  
Arcadia  
Pretoria**

**Shop 03  
Northern Rose House  
Thibault Square  
Cape Town.**

**NB: The address location for the Pretoria Self Service Centre is subjected to change on the finalisation of the office relocation project.**

#### 6. INVITATION

The purpose of the bid is to invite suitably qualified SA-owned companies to bid for the supply, installation, decommission, and commission of an integrated security surveillance system, maintenance and training of personnel on the following security sub-system: -

- i. Access Control System (Online);
- ii. CCTV System (IP);
- iii. Intruder detection System (Wireless);
- iv. IP Intercom;
- v. Physical Security Information Management (PSIM); and
- vi. Building Management System (BMS) module.

The successful service provider shall comply in every instance with the requirements set out in these terms of reference.

## 7. SCOPE OF THE PROJECT

The scope of work includes, but is not limited to, the following: -

- a) Provision of an Integrated Security Surveillance System, which includes Servers, Head-to-End Equipment, Head End Software for Access Control, Intercom, CCTV and Alarm System Software Integration, etc;
- b) Supply, install and commission of CCTV system at the CIPC Office and all 3 Self Services Centres (SSC) in accordance with the terms of reference, including integration into a single, open platform integration software;
- c) Supply, install and commission of an Access Control System within the 3 Self Service Centres (SSC) in accordance with the terms of reference;
- d) Supply, install and commission of an Intruder Detection System within the 3 Self Service Centre`s in accordance with the terms of reference;
- e) Supply, install and commission a new fully functional Security Control room within Pretoria SSC as per the terms of reference);
- f) Decommission and terminate (remove) the currently installed CCTV camera system in the 3 Self Service Centers, including all cabling, UPS distribution, audio, data, control, fibre-optic (where applicable), communication cabling and device cabling;
- g) Conduct regular maintenance and preventive inspections of the Integrated Security System to ensure ongoing functionality and optimal performance of the integrated security system, including the existing CCTV camera system installed at the CIPC headquarters office ("*the dtic*" campus); and
- h) Supply, install and commission a new fully functional Security Control room within Pretoria Office (SSC).

**NB:** This tender is also for the Head-End and Integration portions of the Security System. The Tender includes all Head-End Equipment, Software Platforms and Licenses that will be utilised on this project as well as the Integration of all Sub-Systems.

### 7.1. Decommission existing CCTV Camera System

- a) Locate the main power source for the CCTV cameras system and switch-off to prevent any electrical hazards during the decommissioning process;
- b) Cautiously remove each camera from its mounting position, and patch or repair any wall or ceiling openings holes from the wall (Includes replacing ceiling tiles);
- c) Properly disconnect the wiring (power cables, video cables, and network cables) from their respective connections. We applicable label and organize the cables to simplify reinstallation in the future if necessary;
- d) Carefully remove the digital video recorders (DVRs), network video recorders (NVRs), monitors, switches, biometric, door readers, etc. and uninstall them as well;
- e) Conscientiously dispose of all wiring in accordance with local regulations, and the process may include recycling.
- f) Document all components associated with the CCTV camera system (cameras, door readers, NVR, monitors, switches, DVR, etc.) for each SSC and hand deliver to the CIPC Office, 77 Meintjies Street, Sunnyside, Pretoria.



## 7.2. Commission New CCTV Camera System

- a) Evaluate the office space setup with consideration to the exit, entrance, passages, blind spot, high risk areas, privacy, legal requirements, and advise CIPC on the best positions to place the cameras;
- b) Provided the appropriate IP cameras and equipment based on the CIPC requirements, based on factors such as camera resolution, field of view, low-light performance, and any additional features needed (infrared for night vision).
- c) Supply appropriate recording device (DVR, NVR) and other necessary equipment such as monitors, cables, and power supplies, joysticks, etc;
- d) All cameras must be installed in accordance with the manufacturer's instructions and best practices for installing the cameras, and ensure that cables are neatly routed and concealed where possible;
- e) Mount the cameras securely in predetermined locations, ensuring proper alignment and stability;
- f) Supply and attach the cameras to walls, ceilings, or specialized camera mounts using appropriate equipment;
- g) Connect the cameras to the appropriate power sources separate from the server power, either directly or through power over Ethernet (PoE) adapters if applicable;
- h) Connect the video cables from the cameras to the recording device or video management system (VMS);
- i) Carefully ensure proper cable management and secure connections to prevent issues with power or signal loss;
- j) Configure the recording device and software: Set up the recording device (DVR or NVR) and configure the necessary settings;
- k) This includes configuring storage options, resolution settings, frame rates, recording schedules, and motion detection settings;
- l) Install any software or management applications required to access and control the CCTV system;
- m) Access each camera's configuration settings and adjust parameters as needed. This may include adjusting camera angles, focusing, zoom levels, exposure settings, motion detection sensitivity, and other camera-specific settings;
- n) Configure any advanced features such as video analytics or facial recognition if applicable;
- o) Perform thorough testing of the CCTV system to ensure it functions as intended. Test each camera's field of view, video quality, motion detection, and other features. Verify that the recorded footage is being stored correctly and can be accessed and reviewed. Test remote access to the system if applicable, ensuring that authorized personnel can view the live video feed or recorded footage remotely;
- p) Render training to the CIPC Officials (Facilities & Security, ICT and security service provider conducting monitoring) personnel who will be using or managing the CCTV system;
- q) Train the security officers who will be managing the CCTV system and familiarize them with the system's features, operation, and maintenance procedures;
- r) Create clear guidelines and procedures for accessing the system, reviewing footage, exporting video, and ensuring data privacy, security and supply a fault register for registration of any fault for reporting purpose;

- s) Provide CIPC with a detailed record of the commissioning process, including the camera layout plan, equipment specifications, configuration settings, and any modifications made. This documentation will be valuable for future reference, troubleshooting, and system upgrades;
- t) The plan should include regular inspections and cleaning of cameras lenses, check cable connections, and perform software updates as recommended by the manufacturer; and
- u) Configure Red phones in each SSC and connect to the Control room Fire panel.

### 7.3. Security Control Room

- a) Develop and design a system design that outlines the placement of all the required equipment for fully functional security control rooms equipped with monitors, server, computers, joysticks, communication, wiring, and all the required equipment and material for a fully functional security control room; **(It is the responsibility of all bidders to include in their quotation and design all the required accessories, equipment, material, etc for a fully functional security control room with capabilities to remotely monitor all the four (4) CIPC Offices as mentioned above).**
- b) Construct tenants' installation/(fit-out) which includes built-in counter, workstations with lockable cabinets to install/mount screen/monitors, and place computers, and any other equipment;
- c) Supply and install a Video Management System (VMS): A software platform that allows for the monitoring, recording, and management of video surveillance footage from CCTV cameras;
- d) Supply and commission 2 x screen/monitors: Multiple high-resolution monitors (4 x 55-inch LED Screen with display port and HDMI) to display live video feeds from CCTV cameras, as well as recorded footage and other relevant information. **CIPC will provide 2 x 55-inch LED Screen making the total screen (4) Four;**
- e) Security control Room Design: All networks of surveillance cameras strategically placed in all CIPC Offices to capture and monitor activities on those premises. All PTZ cameras shall be pan-tilt-zoom cameras allowing for remote control and zoom capabilities using a joysticks (supplied by bidders);
- f) Supply Digital Video Recorders (DVRs) or Network Video Recorders (NVRs): These devices are used to store and archive video footage captured by CCTV cameras. They must provide storage capacity of 90 days and allow for easy retrieval of recorded footage when needed;
- g) Supply Access Control System: An electronic system that controls and manages access to all secure areas. It must include biometric devices (fingerprint scanners), door locks, and access control management software;
- h) Supply Alarm Management System: A system that receives and manages alarms from various security devices, such as intrusion detection systems, fire alarm systems, or panic buttons. For operators to respond quickly to security incidents;
- i) Provide Incident Management Software: A software application that enables operators to record, track, and manage security incidents. It provides a centralized platform for incident reporting, workflow management, and documentation;
- j) Provide Communication Systems: radios, telephones for internal and external communication between control room operators, security personnel, law enforcement agencies and other stakeholders during emergencies or routine operations;
- k) Supply Computer Workstations: Workstations equipped with computers, keyboards, and mice for control room operators to monitor video feeds, access and operate security systems, and communicate with other personnel;



- l) Supply Network Infrastructure: Routers, switches, and servers to establish and maintain a secure and reliable network connection between various security devices and systems within the control room;
- m) Supply Power Backup Systems: Uninterruptible Power Supply (UPS) units to ensure continuous operation of critical security equipment during power outages;
- n) Incident Display Boards: Large screens or display boards that show real-time updates on ongoing security incidents, alarm statuses, or emergency procedures;
- o) Documentation and Reference Materials: Manuals, standard operating procedures (SOPs), emergency response plans, floor plans (All CIPC Office Capture in the computer for easy reference), and other reference materials that provide guidance to control room operators.
- p) System must have provision for CIPC Facilities and Security Unit to have complete control/approval over footage release.

## 8. FUNCTIONAL REQUIREMENTS

### 8.1. Pretoria Self Service Centre

- 8.1.1.1.1. 11 x IP Mini Dome Camera, 6 MP Dual Light Motion 2.0, resolution 3200 × 1800, varifocal lens high resolution colour/day night, built-in microphone, motion detection, video tampering alarm;
- 8.1.1.1.2. 2 x IP Camera, 4 MP Network Dome, 2560 x 1440 resolution, face detect and event triggering, 25 x optical zoom, 16 x digital zoom; **(NB: This must be inclusive of the stand to install outside office);**
- 8.1.1.1.3. 1 x 5 MP Outdoor Multi-Directional Dome Camera with 4 varifocal lenses, IR, and 180°/360° coverage;
- c. Intruder alarm system (including break glass, passive infra-red, etc) installed to cover the entire office including passage;
- d. Biometric system (biometric readers) installed to cover door separating front and back office, server room door, security control room, and (UPS) uninterrupted power supply.

### 8.2. Johannesburg Self Service Centre

- a. 11 x IP Mini Dome Camera, 6 MP Dual Light Motion 2.0, resolution 3200 × 1800, varifocal lens high resolution colour/day night, built-in microphone, motion detection, video tampering alarm;
- b. 3 x IP Camera, 4 MP Network Dome, 2560 x 1440 resolution, face detect and event triggering, 25 x optical zoom, 16 x digital zoom; **(NB: This must be inclusive of the stand to install outside office);**
- c. 1 x 5 MP Outdoor Multi-Directional Dome Camera with 4 varifocal lenses, IR, and 180°/360° coverage;
- d. Intruder alarm system (including break glass, passive infra-red, etc) installed to cover the entire office including the passage; and
- e. Biometric system (including biometric readers) covering door separating front and back office, staff office entrance, server room, and fire escape door (system must have capacity to store data using read or write capabilities), and provision of an (UPS) uninterrupted power supply.

### 8.3. Cape Town Self Service Centre

- a. 10 x IP Mini Dome Camera, 6 MP Dual Light Motion 2.0, resolution 3200 × 1800, varifocal lens high resolution colour/day night, built-in microphone, motion detection, video tampering alarm;
- b. 1 x 5 MP Outdoor Multi-Directional Dome Camera with 4 varifocal lenses, IR, and 180°/360° coverage; and
- c. 1 x 4 MP Network Dome, 2560 x 1440 resolution, face detect and event triggering, 25 x optical zoom, 16x digital zoom; **NB: This must be inclusive of the stand to install outside the office.**
- c. Intruder alarm system (including break glass, passive infra-red, etc) installed to cover the entire office including the passage; and
- d. Biometric system (including biometric readers) covering door separating front and back office, server room, and fire escape door (system must have capacity to store data using read or write capabilities), and provision of (UPS) uninterrupted power supply.

### 8.4. THE DTIC CAMPUS (BUILDING BLOCK “F)

- a) 13 x IP Mini Dome Camera, 6 MP Dual Light Motion 2.0, resolution 3200 × 1800, varifocal lens high resolution colour/day night, built-in microphone, motion detection, video tampering alarm.

**NB: There may be a delay in the supply and installation due to the refurbishment of the building. Installation and payment are subjected to refurbishment project.**

### 9. INTEGRATION OF SUB-SYSTEM INTO PSIM

The Physical Security Information Management Software shall be installed as described in these terms of reference and ensure compatibility and incorporate the currently CCTV system installation in the “*the dtic*” campus, 77 Meintjies Street, Sunnyside, Pretoria.

The following, new and existing, Sub-Systems shall be incorporated and shall form part of the Integrated Security System (but not limited to):

| Num | Sub-System   | Status quo | Brand                           |
|-----|--|------------|---------------------------------|
| 1   | Access Control System (Online, Semi-Online, Offline) | Available  | PAXTON NET2                     |
| 2   | CCTV System (IP Camera)                              | Available  | Hikvision                       |
| 3   | Intruder Detection System (Wireless)                 | New        | To be proposed                  |
| 4   | Event Logging System                                 | New        | To be proposed                  |
| 5   | IP Intercom and Recording System                     | New        | To be proposed                  |
| 6   | Smoke Detection System                               | New        | To be proposed                  |
| 7   | Fire Suppression System                              | Add-on     | To be proposed                  |
| 8   | Building Management System                           | New        | To be proposed                  |
| 9   | Functional Security Control Room                     | New        | Compatible with existing system |



The integration of all Sub-Systems shall be defined as the terms of reference and shall be such that all sub-systems are fully controllable from **one graphic** user interface (GUI). The integration shall include equipment fault diagnostics up to board level of each security sub-system. It shall be possible from the Graphic User Interface (GUI) to have a plan view of the entire CIPC offices. This plan view of the CIPC Offices shall be sub-divided into zones that are easily manageable and viewable from the Graphic User Interface (GUI). It shall further be possible to configure each piece of equipment of any of the sub-systems attached and integrated into the security system through the PSIM. All security sub-systems and the PSIM shall share the same global time signal obtained from the Access Control Server. From the basic PSIM package it shall be possible to do all the following functions:

- a) Set up and maintain access control rules;
- b) Record, monitor and view all events that occurred from any of the sub-systems;
- c) If any camera icon is clicked on the GUI, the corresponding video feed shall be shown on the spot monitor portion of the screen;
- d) If any event is selected it shall be possible to view the video feed from a CCTV camera associated with this event;
- e) Any selected event shall share the same base time, and this shall be displayable on the playback of the video footage of the event as well as on any other sub-system;
- f) It shall be possible to acknowledge all alarm events as they happen;
- g) Each event acknowledged shall be logged on to an electronic logbook along with the comments of the operator that is handling the event; and
- h) All operators are acknowledged by the event logging system through a biometric log-on sub-system.

## 10. Camera

- a) The CCTV system shall be an IP based system with the capability to capture good quality, visible, useful, sharp, high-resolution, undistorted and meaningful footage of the overall activities occurring in and around the offices;
- b) The footage time zone in all the cameras (monitors) must be synchronized to be able to stand in the court of law;
- c) The CCTV system shall be expandable with capability to add more cameras for continue surveillance monitoring, and recording;
- d) IP video transmission and recording shall be used; and
- e) Different types of cameras will be required at different locations depending on the application.

## 11. Biometric & Access Control System

- a) The Access Control System for this bid shall be an Integrated System that uses on Online, Semi-Online and Offline Access Control with Biometric Readers;
- b) The Biometric Readers at the doors of each back office and security control room shall be utilized for time and attendance purposes and shall be equipped with a Colour LCD screen complete and a housing;
- c) All biometric readers shall be fully integrated into the Security Management Software.

- d) The system must be password protected, fully Power-Over-Ethernet capable. Must include emergency break glass units, door status monitoring and sound bomb, proximity exit buttons, magnate doors locks, etc.

## **12. Uninterrupted Power Supply**

- a) The successful service provider must make provision for an uninterrupted power supply (UPS) that provides power supply for up to 8 hours during power failure/loadshedding. The UPS must be installed in all Self-Service Centers.
- b) The UPS must have a status display screen and self-starting features with an Ethernet communication interface.

## **13. Software**

- a) The entire un-coded configuration of the Management Software (this is the software that will be configured by the successful bidder to integrate various sub-systems during the project) will be provided to CIPC at the end of the project commission to enable the CIPC to fully re-load the entire customized programming package onto their server in event of a computer failure.
- b) The un-coded software shall be non-propriety.
- c) Training to all the security staff members of the dtic Campus shall further be provided by the successful bidder during the contract, in the full use of the installed sub-systems and all relevant software packages, to enable them to fully understand, configure, operate and to do first-line repair work on the final installed product.

## **14. Network and LAN**

- a) All IP Devices shall be integrated via the CIPC network. The security devices shall be on a separate Security V-LAN from other equipment so as not to flood the network with unnecessary information.
- b) All cameras shall be set up for multi-cast;
- c) Secure VPN connections must be established to and from the surveillance room across the Internet;
- d) All CCTV Cameras shall be transmitted to the Security Control Room via the CIPC Network for recording of the IP video packets;
- e) The recording shall be done in the Security Control Room as specified;
- f) The same V-LANs will be used for Access Control, Intrusion Detection System, Intercoms, etc. to carry the Access Control Data, Intrusion Detection Data, Intercom Control and Voice Data and configuration data on the open protocol network;
- g) All log data and management activities must be conducted across that link;
- h) The link will terminate at the CIPC Data Centers;
- i) The successful bidder shall be responsible for the management and the storage of data, which includes provision of internal storage and cloud storage;
- j) Provide CIPC with access and control of footage and surrender all the data on expiration of the contract; and
- k) Service providers are required to indicate how the proposed solution will be provisioned by means of a detailed architecture diagram and description of how this will be managed.



## 15. Maintenance

- a) Develop and submit a maintenance control plan to ensure the Integrated Security Surveillance System (installation) remains in optimal working condition and fault shall be addressed within 4 hours after notification by CIPC representative;
- b) Spare parts must be locally stocked, and availability guaranteed for a ten-year period starting from date of delivery;
- c) The Integrated Security Surveillance System (installation) must be of low maintenance and require minimal future servicing;
- d) The system's electronic modules must be easily replaceable in case of part breaks or upgrades;
- e) If the Integrated Security Surveillance System (installation) or any portion of it is damaged, due to malicious harm done by User Clients or their affiliates;
- f) The successful bidder shall be required to perform the repair/work and charge the bid rates of supply, repair or replacement of damage and where rates are not available provide 3 quotations for considerations;
- g) The CIPC reserves the right to source the expertise of a third party to determine whether damage to the Integrated Security System (installation) was caused maliciously by User Clients or their affiliates;
- h) Maintenance of the Integrated Security System (installation) must be carried out in accordance with the Technical and Particular Specifications, Operating and Maintenance Manuals, and Maintenance Control Plan; and
- i) The successful bidder shall upon completion and testing submit 3 complete sets of manuals as follows:-
  - A full manual with operating instructions;
  - Technical description with diagrams and instructions for maintenance and repairs; and
  - A preventative maintenance schedule and two (2) contact people in case of an emergency with telephone and cell phone numbers.

## 16. Warranty

- a) The successful bidder shall provide warranty of the installation and guarantee repairs;
- b) The service of the installation shall be conducted as stipulated in the original equipment manufacturer (OEM); and
- c) The successful bidder shall repair the installation to the satisfaction of the CIPC and within 4 hours after he has been notified.

## 17. Cable

- a) All cabling shall be supplied and installed as a part of this Sub-contract;
- b) All terminated cabling shall either be removed or neatly tied/loomed to prevent damage to terminations and interference or obstruction of other services. Strain relief shall be provided for cables connected to rack mounted equipment;
- c) All cables shall have stranded copper conductors and shall be PVC insulated with overall PVC sheath, unless otherwise specified;
- d) All cabling shall be concealed and installed on metal cable tray, cable duct and conduits. Cabling shall be installed with due regard to future removal and replacement of cables.

- e) All cables shall be new and delivered on site in unbroken reels, and with the "manufacturer's" label attached. During the installation of cable should any kinks or abrasions to insulation, braiding, sheathing or armoring occur, the affected cable shall be withdrawn and replaced with new cable;
- f) Cables shall be fitted with tags on the cable sheath next to the gland at each end, in cable pits and at any additional point on the cable sheath (or around the core bunch) where the preceding requirements are not readily traceable from the core terminations.

**18. EQUIPMENT FIXING REQUIREMENTS**

**Drywall Installation**

- Dry wall plugs, Toggle Bolt anchors (Butterfly nuts) or Superfast™ Toggle anchors may be used to fix equipment, conduit or trunking.



**NB: Under no circumstances shall double sided tape be used anywhere on this installation for whatever purpose.**

**Brick and Mortar Installation**



- HILTI, Fisher, UPAT or RAWL type plugs are acceptable for fixing equipment, conduit or trunking.

**Concrete Installation**



- HILTI gun, RAWL bolts or chemical bolts are an acceptable means of fixing equipment, conduit or trunking.

**Ceiling installation**





- Installation for suspended ceilings, Toggle Bolt anchors (Butterfly nuts) or Superfast™ Toggle anchors are an acceptable means of fixing equipment, conduit or trunking;
- Drywall screws will also be accepted if they are screwed directly into the support struts; and
- For normal ceilings Toggle Bolt anchors (Butterfly nuts) or Superfast™ Toggle anchors are an acceptable means of fixing equipment, conduit or trunking.

#### Wood installation

- **Up to 3mm:** Self tapping screw with drill, a self-tapping screw or aluminium pop rivets (except for door hinges) are an acceptable means of fixing equipment, conduit or trunking; and
- **Above 3mm:** bolts and nuts are an acceptable means of fixing equipment, conduit or trunking.

#### Wood installation

- Drywall screws are an acceptable means of fixing equipment, conduit or trunking.

## 19. EQUIPMENT FIXING REQUIREMENTS

- a. The service provider shall in writing notify CIPC of the completion of the installation and testing and propose the final testing date;
- b. The successful bidder is required to undertake testing and commissioning and shall ensure that all necessary test equipment has been recently calibrated by a relevant test authority, and installation was done accordingly, and all installed cameras are as per the requirements;
- c. All testing/commissioning equipment shall be supplied by the successful bidder and a qualified Engineer registered with ECSA, confirming that the work complies with the manufacturers and SABS standards and issue a testing report or certification certifying the installation;
- d. If the successful bidder is not qualified to perform specific tests, it shall be the duty of the successful bidder to appoint a relevant authority, deemed to be suitably competent to perform relevant tests;
- e. Before proceeding, the successful bidder shall submit copies of his/her workers for screening and his/her intended Quality Control Procedure (QCP) and Safety file to the CIPC for approval;
- f. The successful bidder is required to test the functionality of each sub-system to the CIPC's approval and acceptance before proceeding with the overall system functionality;
- g. Where point to point cable testing is carried out, the successful bidder shall produce documentation as evidence thereof, and allow further resources to check 100% of the devices in the presence of the CIPC; and
- h. Should the CIPC not be satisfied with the level of skill and quantity of resources provided to undertake the work described above, the CIPC reserves the right to obtain the expertise of a third party to undertake this work and the cost thereof recovered from the successful bidder

## 20. TRAINING AND INDUCTION

- a) The successful service provider will be required to provide a training manual and transfer of skill to nominated personnel from Facilities and Security Unit, Information Technology or any other section of the CIPC.
- b) The successful bidder shall train the security service provider (security officers) who will monitor the system (security control room), including provision of a refresher course once a year.

## 21. DELIVERABLES

- a. Decommission the current CCTV system in the CIPC Cape Town Self-Service Centre;
- b. Integrate the CCTV system currently installed in the CIPC headquarters (77 Meintjies Street, Sunnyside, Pretoria) into the entire new Integrated Security Surveillance System;
- c. Implement the Integrated Security Surveillance System in accordance with the terms of reference;
- d. Provide regular maintenance of the installation; and
- e. Provide a comprehensive project and a detailed architectural drawing.

## 22. PROJECT REPORTING

- a. The successful service provider must provide a detailed project plan with timelines specifying acquisition of infrastructure, decommission, installation, test, commission and project management;
- b. The successful service provider shall appoint a project manager who will report to the Manager: Facilities and Security or his/her delegate; and
- c. The service provider shall have compulsory bi-weekly meeting with the Manager: Facilities and Security or his /her delegate for the duration of the project, and in case of emergence, parties to the contract can propose an urgent meeting.

## 23. LEGISLATIVE REQUIREMENTS

- a. The successful service provider shall comply with all the relevant legislation, including the OHS Act requirements, Health and Safety regulations applicable to CIPC and "*the dtic*" campus;
- b. The bidders are required to provide recent proof of letter of good standing with COIDA; and
- c. The successful bidder shall submit a safety file 14 days prior to the commencement of the project.

## 24. TERMINATION OF CONTRACT

- a) The contract shall immediately be terminated should the successful service provider no longer qualify as a service provider in terms of Private Security Industry Regulatory Act, (Act No 56 of 2001), or deregistered in terms of the Companies Act or blacklisted by the National Treasury.



## 25. PROJECT PLAN

- a) Bidders must indicate through a project plan, submit a comprehensive project execution plan comprising the approach and how they will manage the scope, time, costs, risk, safety, quality, and communications (Including stakeholders engagement and management).

## 26. WORKING CONDITIONS

### The CIPC Obligation

- a. The CIPC Manager: Facilities and Security or his/her delegate shall serve as the contact person on all matters relating to the project;
- b. The CIPC Manager: Facilities and Security will review, evaluate and approve the services provided by the service provider against the service level agreement on an ongoing basis and prior to payment is made; and
- c. The CIPC will supply all reasonable, relevant, available data and information required and requested by the service provider for the proper execution of the services and such assistance as shall reasonably be required by service provider in carrying out their duties under this contract.

### The successful bidder obligation

- a. To work closely with the Manager: Facilities and Security or his/her delegate responsible for the project within the CIPC;
- b. Attend meetings when required as stipulated in the Terms of reference for the purposes of providing feedback on the project milestones, plenary sessions on issues related to the installation or any matters arising from or in connection therewith;
- c. The successful bidders will be responsible for its own computers and technical literature to adequately perform all the functions;
- d. The successful bidders must exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligation in accordance with professional standards;
- e. The successful bidders must be willing to collaborate with the CIPC and other law enforcement agencies/stakeholder in the fight against crime in and around in all CIPC office;
- f. The successful bidders will be required to sign a confidentiality declaration form, undertaking to keep all the information at his/her disposal strictly confidential; and
- g. The successful bidders must plan and provide for all possible risks that may affect the delivery of the project on time and indicate what mechanisms are in place to manage such risks.

### Proprietary rights

The proprietary right with regard to copyright, patents and any other similar rights that may result from the service rendered by the resource belong to CIPC.

- The final product of all work done by the resource, shall at the end of service period, be handed over to CIPC.

- The resource may not copy documents and/or information of the relevant systems for any other purpose than CIPC specific.

#### **Indemnity / Protection / Safeguard**

- The resources safeguard and set CIPC free to any losses that may occur due to costs, damage, demands, and claims that is the result of injury or death, as well as any damage to property of any or all contracting personnel, that is suffered in any way, while delivering a service to CIPC.
- The resources safeguard and set CIPC free to any or all further claims for losses, costs, damage, demands and legal expenses as to the violation on any patent rights, trade marks or other protected rights on any software or related data used by the resources.

#### **Safety Governance**

- Refer to the Occupational Health and Safety Evaluation Criteria and Requirements Annexure B
- Refer to CIPC Acceptance of Occupational Health and Safety Legislation and Other Requirements Annexure C.
- The above-mentioned Annexure A and B shall be deemed as contractual requirements of the Terms of Reference and shall be used as mandatory evaluation Criteria.
- The resource must at all times follow the security measures and obey the rules as set by the organization.
- The successful bidder shall observe the site rules and regulations as stipulated by the CIPC. This includes all rules and regulations issued by the CIPC Health & Safety Manager.

#### **Quality**

- The Manager: Facilities and Security or his/her delegation shall subject the quality and standard of service rendered by the successful bidder to quality control.
- Should CIPC, through the Manager: Facilities and Security or his/her delegate, be of the opinion that the quality of work is not to the required level, the successful bidder will be required to produce a method statement.
- System integrators shall have existing accreditation in place or shall be able to indicate a commitment to gaining relevant ISO accreditation.
- The successful bidders shall provide a framework of deliverable operation and maintenance documentation before commencing with the project, and this equipment datasheets, operation manuals, maintenance procedures, configuration settings, as-built drawings.

#### **Equipment**

- The contractor shall ensure provision of Scaffolding and associated requirements, sufficient for use in delivering effective works according to contractual obligations. This shall include daily inspections of all erected scaffolding in compliance with the latest revision of the Occupational Health and Safety Act.
- The successful bidder shall ensure provision of Electrical power backup, sufficient for use in office environment, and in site environment for purposes of delivering effective works.



## 26. PRICING

**TO BE COMPLETED; PRINTED AND INCLUDED IN THE SEALED ENVELOPE -PRICE PROPOSAL AND PLACED IN THE SEPARATE FOLDER IN THE USB MARKED "FINANCIAL PROPOSAL" OR PRICE PROPOSAL**

- a. The proposal with supporting documents and the price schedule (highlighting price breakdown for the entire project, monthly cost for monitoring/surveillance including arm response must be submitted in separate envelopes as this will be attended to separately.
- b. Price should include all associated costs to complete the installation/project, as well as the repair, maintenance, monitoring and surveillance, including arm response to emergency situation for the duration of the contract.
- c. All prices must be VAT inclusive and quoted in South African Rand (ZAR), with details on price elements that are subjected to escalation and exchange rate fluctuations clearly indicated.
- d. The terms of payment are Net 30 days after receipt of invoice and acceptance of work.

**THE FOLLOWING DOCUMENTS TO BE ATTACHED " REFER TO ANNEXURE A ON PAGE 27 TO 35**

1. SDB 3.3: PRICING SCHEDULE
2. SBD FORM 1: INVITATION TO BIDS
3. A BIDDER **MUST** ATTACH **PRICE BREAKDOWN IN THE BIDDER'S COMPANY LETTERHEAD STATING UNIT COSTS AS WELL AS THE TOTAL BID PRICE INCLUSIVE OF ALL FOR THE DURATION OF THE CONTRACT**
4. BIDDER'S TO COMPLY WITH ALL CONDITIONS BELOW AS WELL AS THOSE ON PAGE 6 OF 36 AND PAGE WITH REGARDS TO PRICE

The costing should be based on all requirements of the terms of reference for a period 5 years **costs applicable**. The onus is upon the prospective bidders to take into account all costs and to CLEARLY indicate the price. Cost breakdown must be provided, covering all required aspects in this tender. **NB The total price must be carried over to the pricing schedule and will be used to evaluate the bids. Prices must be firm for the duration of the project. PRICE CARRIED OVER TO SBD FORM 3.3 AND SBD FORM 1 MUST INCLUDE ALL COSTS FOR THE DURATION OF ALL PERIOD STATED ABOVE UNDER PRICING. FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY INVALIDATE THE BID.**

## 27. CONTRACT DURATION

The contract (maintenance) period will be for 5 years commencing from the finalisation and commissioning of the installation. The success bidder shall be responsible for storage of data, preferably on Cloud, provision of in-house back-up, must explain how and where data will be stored, backed up, who will have access to it except the CIPC Security Personnel, and what will happen to it when the contract ends.

## 28. TERMS AND CONDITION OF THE SERVICE

- a. The successful bidder shall be responsible for procurement of all required software licenses
- b. The service provider should provide comprehensive, clear and verifiable proof of all licenses upon delivery and prior to the final payment of the service. The proof/documentation shall includes:-
  - Official license certificate;
  - Volume licensing agreement
  - Product keys and activation details;
  - Entitlement documents from the software publisher;
- c. The service provider cannot retain any ownership or administrative rights to the licenses after installation.
- d. The company directors as well as technicians/workers shall be SA citizens and subjected to a security screening process prior to the implementation of the project;
- e. The appointed company must be in possession to commence the service after receiving a purchase order;
- f. The contractor shall have sufficient insurance and public liability coverage (for his/her account) against any claims, cost, loss and/or damages ensuing from his/her obligations and shall ensure that such insurance remains effective for the duration of the contract as the company shall be responsible for any damages and loss suffered by CIPC as a result of the contractors own negligence or intent which originated at the site;
- g. The successful service provider will be required to sign a service level agreement (SLA); and
- h. Successful service providers must be open to participating in social responsibility initiatives (not a must).

## 29. SPECIAL CONDITIONS

- i. The bidder must provide assurance/guarantee to the integrity and safe keeping of the information (that it will not amended/corrupted/distributed/permanently stored/copied by the service provider) for the duration of the contract and thereafter;  
**CIPC reserves the right to negotiate with the successful bidder on price;**
- ii. Travel between the consultant's home, place of work to the "the dtic" Campus (CIPC) will not be for the account of CIPC, including any other disbursements unless agreed to in writing by CIPC prior to the expense being incurred;
- iii. Government Procurement General Conditions of Contract (GCC) as issued by National Treasury will be applicable in all instances. The general conditions are available on the National Treasury website ([www.treasury.gov.za](http://www.treasury.gov.za));
- iv. No advance payment will be made. Payment would be made in terms of the deliverables or other unless otherwise agreed upon by CIPC and the successful bidder. CIPC will pay within the prescribed period according to PFMA;
- v. The price quoted by the prospective service provider must include Value Added Tax (VAT);
- vi. The successful bidder must at all times comply with CIPC's policies and procedures as well as maintain a high level of confidentiality of information;
- vii. The successful bidder must ensure that the information provided by CIPC during the contract period is not transferred/copied/corrupted/amended in whole or in part by or on behalf of another party;
- viii. Further, the successful bidder may not keep the provided information by way of storing/copy/transferring of such information internally or to another party in whole or part relating to companies and/or close corporation;
- ix. As such all information, documents, programs and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Commissioner and/or his/her delegate;



- x. The service provider will therefore be required to sign a Declaration of Secrecy with CIPC. At the end of the contract period or termination of the contract, all information provided by CIPC will become the property of CIPC and the service provider may not keep any copy /store/reproduce/sell/distribute the whole or any part of the information provided by CIPC unless authorized in terms of the Declaration of Secrecy;
- xi. The Service Provider (successful bidder) will be required to sign a Service Level Agreement with CIPC prior to the commencement of the contract;
- xii. Compliance with PFMA regulations in terms of the safeguarding of assets and adequate access control must be guaranteed. Assets include all infrastructure, software, documents, backup media and information that will be hosted at the Offsite ICT Recovery Site. These security measures must be specified in the SLA.
- xiii. As the commencement of this contract is of critical importance, it is imperative that the prospective Service Provider has resources that are available immediately. Failure to commence with this contract immediately from date of notification by CIPC could invalidate the prospective Service Provider's proposal.
- xiv. The Service Provider shall be required to provide training & skills transfer for the services.
- xv. Service Provider shall provide CIPC with all the license documentation that CIPC is entitled to as per the costing of the licenses.
- xvi. Bidders shall be subjected requested to demonstrate all claims made in the proposal.
- xvii. The resources that a bidder supply will be subjected to an assessment result which will determine the suitability of the service provider to implement against the assignment of the ToR. Failure to provide suitable candidates will lead to cancellation of award of the tender.
- xviii. CIPC reserves the right not to make this appointment.

### 30. EVALUATION PROCESS (Criteria)

The evaluation process will be done in accordance with the following criteria: Bids will be evaluated in accordance with the **80/20** preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).

#### Evaluation (Phases)

The evaluation will be completed in 3 phases:

**Phase 1: Compliance to minimum requirements**

**Phase 2: Functional Evaluation**

**Phase 3: Pricing and preferential procurement policy**

#### PHASE 1: COMPLIANCE TO MINIMUM REQUIREMENTS AND MANDATORY REQUIREMENTS

During Phase 1 all bidders will be evaluated to ensure compliance with the minimum document requirements. Without limiting the generality of the CIPC's other critical requirements for this Bid, bidder(s) **must submit the documents** listed in the **Table** below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase Bidders' response will be evaluated based on compliance with the listed administration and mandatory bid requirements. All bidders that comply with the minimum requirements will advance to Phase 2.

| Item No | Document that must be submitted  | Compliance provide ANSWER: Yes /No | Non-submission may result in disqualification   |
|---------|--|------------------------------------|---|
| 1.      | Invitation to Bid – SBD 1  |                                    | Complete and sign the supplied pro forma document.  |
| 2.      | Tax Status – SBD1  |                                    | a) Bidders must submit <b>Tax Clearance Certificate (TCC) PIN</b><br>b) <b>The TCS PIN</b> will be used for the verification of tax compliance status a Bidder  |
| 3.      | Declaration of Interest –SBD 4   |                                    | Complete and sign the supplied pro forma document.  |
| 4.      | Declaration of Bidder's Past Supply Chain Management Practices – SBD 8   |                                    | Complete and sign the supplied pro forma document.  |
| 5.      | Certificate of Independent Bid Determination – SBD 9   |                                    | Complete and sign the supplied pro forma document.  |
| 6.      | <b>BIDDERS TO SUBMIT VALID AND COMPLIANT B-BBEE Certificate (Compulsory). Latest valid BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE signed by the deponent and the Commissioner of Oath</b><br><b>FAILURE TO SUBMIT WILL IMMEDIATELY DISQUALIFY YOUR BID. THIS DISQUALIFICATION DOES NOT APPLY TO NON- SOUTH AFRICAN BIDDERS</b>   |                                    | <b>VALID AND COMPLIANT B-BBEE Certificate (Compulsory)</b><br><br>• <b>FAILURE TO SUBMIT WILL IMMEDIATELY DISQUALIFY YOUR BID</b>   |
| 7.      | Registration on Central Supplier Database (CSD) Compulsory<br>Note: <b>Important: Bidders to submit valid and compliant B-BBEE Certificate as well as the CSD report. The BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE is the primary verification document to claim points for specific goals for this bid. Failure to submit a compliant B-BBEE certificate will result in disqualification.</b> |                                    | The Service Provider is encouraged to be registered as a service provider on the Central Supplier Database (CSD). Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your Vendor number. Submit PROOF of registration on the Central Supplier Database (CSD Report)<br><br><b>SUBMIT SUPPLIER UNIQUE REFERENCE NUMBER</b>  |
| 8.      | NB: Pricing Schedule:<br><br>Compliance to <a href="#">PAGE 27 TO 35- ANNEXURE "A"</a><br><br>REFER TO PAGE 5 TO 6 and 27<br><b><a href="#">FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</a></b>   |                                    | • Submit full details of the Price Proposal in a separate <b>SEALED</b> envelope.<br>• Price must be carried over to <b>BOTH SBD 3.3 (Pricing Schedule) and SBD FORM1:</b> (Invitation for Bids). <i>The Total Bid Amount (<b>CEILING AMOUNT</b>) will be used for the evaluation of bids therefore it must be inclusive of all costs for the duration of the contract)</i><br><b><a href="#">FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</a></b>  |
| 9       | <b>IMPORTANT: SUBMISSION OF USB</b><br><br>REFER TO PAGE 5<br><br>BIDDERS TO READ AND UNDERSTAND THE CONDITIONS STATED IN PAGE 3 TO PAGE 6 OF THIS TOR<br><br><b><a href="#">FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</a></b>  |                                    | 1. Bidders must submit a USB with their proposal- 1 copy of the original document<br>2. USB to be submitted in pdf format and to be read only<br>3. All documents to be signed and bidders initial each page<br>4. <b>Bidders must check that USB sticks open, are readable, and contain no blank pages, documents, or folders. Ensure that each folder created is numbered and avoid clustering folders with many documents rather create separate folders.</b><br>5. <b>NOT password</b> protected USBs allowed. Do not submit CDS<br>6. Bidders will be disqualified should the requirements mentioned on page 3 and 6 not complied with.<br><b><a href="#">FAILURE TO COMPLY WITH ALL REQUIREMENTS SHALL IMMEDIATELY DISQUALIFY A BIDDER.</a></b> |
| 10      | BIDDERS TO INDICATE IF THEY READ AND UNDERSTOOD THE CONDITIONS STATED IN PAGE 3 TO PAGE 6 OF THIS TOR  |                                    | <b><a href="#">FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</a></b>   |
| 11.     | <b>Private Industry Security Regulatory Authority. (PSIRA) Accreditation/Certificate – failure to submit will render your bid being disqualified</b><br>1. The certification must be in the bidding company's name and must be signed and dated by the authorized representative   |                                    | <b>A Valid Company registration certificate registered with Private Industry Security Regulatory Authority. (PSIRA) must be submitted in order to proceed to the next phase</b> (phase 2).<br>1. The certification must be signed dated by authorized representative<br>2. Non- compliance with these requirements will immediately disqualify the bid.<br><b><a href="#">FAILURE TO COMPLY AND SUBMIT THE REQUIRED DOCUMENTATION WILL RENDER YOUR BID INVALID</a></b>  |
| 12      | <b>100% South African Owned Company – Identity Copies of all Directors &amp; CIPC Company Registration documents must be submitted in order to proceed to the next phase</b> (phase 2).<br>1. Certified identity documents of all company directors and CIPC company registration documents must be submitted with the bid.  |                                    | <b>Certified Identity Copied of all registered Directors and CIPC Company Registration Documents reflecting all the Company directors as South African must be submitted in order to proceed to the next phase</b> (phase 2)  |
| 13      | <b>IMPORTANT: SUBMISSION OF PROPOSE SECURITY CONTROL ROOM LAYOUT. Create a separate folder for this in the USB. <a href="#">FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</a></b>   |                                    | 1. Bidders must submit a 3D presentation layout of the proposed security control room. This must be provided in the USB as well<br><b><a href="#">FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</a></b>  |
| 14.     | <b>Note: All prospective bidders will be expected to attend a mandatory briefing session/site visit as determined by the CIPC where questions will be addressed by a panel of the CIPC.</b>  |                                    | 2. <b><a href="#">FAILURE TO ATTEND THE COMPULSORY BRIEFING SESSION WILL RENDER YOUR BID BEING DISQUALIFIED</a></b>   |

ALL BIDDERS THAT COMPLY WITH THE MINIMUM REQUIREMENTS WILL ADVANCE TO PHASE 2.



## PHASE 2: FUNCTIONAL EVALUATION AND COMPLIANCE TO SPECIFICATION

All bidders that advance to Phase 2 will be evaluated by a panel to determine compliance to the functional requirements of the bid. The functional evaluation will be rated out of 100 points and will be determined as follows:

| Cr.No                     | FUNCTIONALITY EVALUATION CRITERIA  | RATING |   |   |   |   | WEIGHT | TOTAL SCORE |  |
|---------------------------|--|--------|---|---|---|---|--------|-------------|--|
|                           |  | 1      | 2 | 3 | 4 | 5 |        |             |  |
| <b>COMPANY EXPERIENCE</b> |  |        |   |   |   |   |        |             |  |
| 1                         | <p>Demonstrate companies' experience, capabilities and resources in executing this project or similar projects in the past 5 years. Proposal must include companies' experience, resources (team), qualifications &amp; certifications in CCTV installation, and other affiliate bodies.</p> <p><b>Ratings to be awarded as follows:</b></p> <ol style="list-style-type: none"> <li><b>Score = 1</b> No Proposal.</li> <li><b>Score = 2</b> Insufficient Proposal.</li> <li><b>Score = 3</b> Sufficient demonstrations of expertise, capabilities and resources in line with the scope above. (i.e. Average)</li> <li><b>Score = 4</b> Sufficient demonstrations of expertise, capabilities and resources in line with the scope above, plus relevant examples of one to two similar projects conducted in the past 3 years and less than 3 qualifications or certification in CCTV installation.</li> <li><b>Score = 5</b> Detailed demonstrations of expertise, capabilities and resources in line with the scope above, plus relevant examples of three (3) or more similar projects conducted in the past 3 years and 3 or more qualifications or certifications in CCTV installations.</li> </ol> |        |   |   |   |   | 40     |             |  |
| <b>REFERENCE</b>          |  |        |   |   |   |   |        |             |  |
| 2                         | <p>Provide minimum (3) three contactable references, in the form of letters where similar projects or service were conducted successfully in the past three 5 years. The reference letters must be in company letterheads and information contained must include type of project, size, value of the project, period, whether the project is successfully complete or not.</p> <p><b>Ratings to be awarded as follows:</b></p> <ol style="list-style-type: none"> <li><b>Score = 1</b> No reference.</li> <li><b>Score = 2</b> Insufficient references.</li> <li><b>Score = 3</b> Sufficient references in line with the scope above. (i.e. 3 reference letters in bidders' letterhead covering contact details, project types, value, either size or period).</li> <li><b>Score = 4</b> References in line with the scope above (i.e. 4 to 5 reference letters in bidders' letterhead covering contact details, project types, value, either size or period).</li> <li><b>Score = 5</b> Detailed references in line with the scope above, (i.e. 5 and more reference letters in bidders' letterhead covering contact details, project types, value, size, period.)</li> </ol>                         |        |   |   |   |   | 25     |             |  |
| <b>PROJECT PLAN</b>       |  |        |   |   |   |   |        |             |  |
| 3                         | <p>With reference to the information provided above (i.e. Introduction, scope of work, compulsory briefing session, etc). Submit a detailed Project Plan highlighting the proposed approach &amp; methodology, timeframes, architecture diagram and description, key milestones for the execution of the installation/project. Project management tools &amp; techniques, please provide sample templates to be used.</p> <p><b>Ratings to be awarded as follows:</b></p> <ol style="list-style-type: none"> <li><b>Score = 1</b> No project Proposal.</li> <li><b>Score = 2</b> Insufficient project Proposal.</li> <li><b>Score = 3</b> Sufficient demonstrations of project management knowledge and expertise in line with the scope above. (i.e. Average)</li> <li><b>Score = 4</b> Sufficient demonstrations of project management knowledge and expertise, plus relevant examples of one to two similar projects.</li> <li><b>Score = 5</b> Detailed demonstrations of project management knowledge, tools and expertise, plus relevant examples of three (3) or more similar project.</li> </ol>   |        |   |   |   |   | 35     |             |  |
| <b>TOTAL</b>              |  |        |   |   |   |   |        | 100         |  |

**Note:**

Functionality will count out of 100 points. Bidders must achieve a minimum score of 60 points out of 100 on the functionality evaluation to proceed to the next phase.

BIDDERS THAT ACHIEVE LESS THAN 60 POINTS ON FUNCTIONALITY WILL BE DISQUALIFIED FOR FURTHER EVALUATION

**PHASE 3: PRICING AND PREFERENTIAL PROCUREMENT POLICY**

Preferential Procurement Policy

The bidders that have successfully progressed will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000) as amended together with Preferential Procurement Regulations, 2022

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:

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| PRICE  | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

1. 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. **Note: Bidders to submit valid and compliant B-BBEE Certificate as well as the CSD report. The B-BBEE Certificate is used as our primary verification document to claim points for specific goals for this bid. Failure to submit a compliant B-BBEE certificate will result in disqualification**
2. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser

| # | Specific goals allocated points   | Means of verification and Required Evidence   | Preference Points (80/20) |
|---|---|---|---------------------------|
| 1 | <b>HDI, Race are black persons (ownership)*</b><br>100% black ownership = 10 points<br>and based on percentage pro rata for black ownership less than 100%<br>eg: 67% = 6.7 points                          | <ul style="list-style-type: none"> <li>• B-BBEE Certificate</li> <li>• CSD Registration report</li> <li>• CIPC Company Registration</li> </ul> <p><i>Important the CSD will be used as our primary verification documents</i></p> | 10                        |
| 2 | <b>Gender are women (ownership)*</b><br>100% or more women ownership = 8 points<br>and based on percentage pro rata for black ownership less than 100%<br>eg: 50% = 4.0 points                              | <ul style="list-style-type: none"> <li>• B-BBEE Certificate</li> <li>• CSD Registration report</li> <li>• CIPC Company Registration</li> </ul> <p><i>Important the CSD will be used as our primary verification documents</i></p> | 8                         |
| 3 | <b>Disability are disabled persons (ownership)*</b><br>WHO disability guideline<br>100% ownership = 2 points<br>and based on percentage pro rata for black ownership less than 100%<br>eg: 50% = 1.0 points | <ul style="list-style-type: none"> <li>• Confirmation of Disability Form as per SARS (ITRDD Form)</li> <li>• Medical Certificate</li> </ul> <p><i>Important the CSD will be used as our primary verification documents</i></p>    | 2                         |

3. **Important: Bidders to submit valid and compliant B-BBEE Certificate as well as the CSD report. The B-BBEE Certificate the primary verification document to claim points for specific goals for this bid. Failure to submit a compliant B-BBEE certificate will result in disqualification.**
  - Provide fixed price quotation for the duration of the contract
  - Cost must be VAT inclusive and quoted in South African Rand
  - Costing should be aligned with the project activities / project phases

The bidder with the highest score will be recommended as the successful service provider.



## 31. ANNEXURE (“A”): BID PRICING SCHEDULE

**PAGES 23 to 25 TO BE INCLUDED IN THE PRICE FOLDER AS WELL AS IN THE SEALED PRICE ENVELOP TOGETHER WITH ALL OTHER PRICE DOCUMENTS AS LISTED BELOW: PRINT AND PLACE IN PRICE ENVELOP**

**TABLE 1**

| No | PRICING INSTRUCTIONS: BIDDERS TO COMPLY WITH ALL REQUIREMENTS  |
|----|--|
| 1. | <p><b>Applicable Currency:</b></p> <ul style="list-style-type: none"> <li>All prices shall be quoted in South African Rand.</li> </ul>   |
| 2. | <p><b>Completion of Pricing Schedule:</b></p> <ul style="list-style-type: none"> <li>Bidders shall complete the pricing schedule in full, inserting all the information required therein.</li> <li>In addition to the pricing schedule in this bid document, bidders may prepare a more detailed pricing schedule should they wish to do so, and include this in their pricing proposal, provided that such additional pricing schedule is in line with the deliverables on the CIPC issued pricing schedule.</li> </ul> |
| 3. | <p><b>Applicability of Quoted Prices:</b></p> <ul style="list-style-type: none"> <li>All quoted prices must remain firm for the duration of the contract, unless stipulated otherwise in the special conditions of contract.</li> <li>The condition must be stated in SBD3.3 as well</li> </ul>  |
| 4. | <p><b>Total Bid Cost:</b></p> <ul style="list-style-type: none"> <li>Prices quoted must include all applicable taxes including VAT, less all unconditional discounts, plus all costs to deliver the services and/or goods.</li> <li>Note: Service providers will be responsible for all costs e.g. transportation for ALL activities associated with this bid. It is therefore the bidder's responsibility to ensure that all costs are included in the price proposal submitted to CIPC</li> </ul>                      |
| 5. | <p><b>Exchange Rate Fluctuations:</b></p> <ul style="list-style-type: none"> <li>Where imported goods or services are to be used, and pricing is subject to exchange rate fluctuations, the applicable foreign currency must be stipulated, as well as the <b><u>exchange rate at the time of bidding</u></b>.</li> <li>The portion of the bid price subject to exchange rate fluctuations must be stated in the pricing schedule- SBD 3.3</li> </ul>  |
| 6. | <p><b>Bid Price Calculation:</b></p> <ul style="list-style-type: none"> <li>Bidders to not that estimates of quantities are provided to allow for the calculation of a bid price that allows equal comparison between bidders.</li> </ul>  |
| 8. | <p><b>Applicable SBD Document to be included in the USB as well as sealed Pricing envelop</b></p> <ol style="list-style-type: none"> <li>THIS PRICING SCHEDULE (ANNEXURE (“A”))</li> <li>SDB 3.3: PRICING SCHEDULE</li> <li>SBD FORM 1: INVITATION TO BIDS FOR</li> <li>A BIDDER <b><u>MUST</u></b> ATTACH PRICE BREAKDOWN IN THE BIDDER'S COMPANY LETTERHEAD SIGNED BY AUTHORISED REPRESENTATIVE</li> </ol>   |

**FAILURE TO COMPLY WITH ALL THE ABOVE REQUIREMENTS FOR PRICING SHALL IMMEDIATELY INVALIDATE THE BID**

The onus is upon the prospective bidders to take into account all costs for the duration of the contract and to CLEARLY indicate the price. **Note: Service providers will be responsible for all costs e.g. transportation for ALL activities associated with this bid.**

- Provide fixed price quotation for the duration of the contract
- Cost must be VAT inclusive and quoted in South African Rand**
- Costing should be aligned with the project activities / project phases

**PLEASE NOTE:** CIPC reserves the right to procure only selected services based on the solution proposed, e.g. CIPC may elect to acquire the installation and implementation from one supplier, and the ongoing support from another.

**FAILURE TO COMPLY WITH ALL THE ABOVE REQUIREMENTS FOR PRICING SHALL IMMEDIATELY INVALIDATE THE BID.**

**Annexure “A”**

**SITE ESTABLISHMENT 1: PRETORIA SSC**

| No.  | Description   | QTY | Rate (Supply) | Rate (Install) | Total Price |
|--|---|-----|---------------|----------------|-------------|
| <b>CAMERAS</b>   |   |     |               |                |             |
| 2.1  | Mini Dome Type 5 – 5MP IP – 3 x varifocal lens high resolution colour/day night static dome (Supply cameras as per the specification (Supplied, Installed, Tested and Commissioned)). | 11  | R             | R              | R           |
| 2.2  | 5/4 MP Outdoor Multi-Directional Dome Camera with 4 varifocal lenses, IR, and 180°/360° coverage (including camera stand to install outside the office                                | 2   | R             | R              | R           |
| 2.3  | 4 MP Network Dome, 2560 x 1440 resolution, face detect and event triggering, 25 x optical zoom, 16x digital zoom.   | 1   | R             | R              | R           |
| <b>THE DTIC CAMPUS ADDITIONAL CAMERAS</b>              |   |     |               |                |             |
| 2.4  | Mini Dome Type 5 – 5MP IP – 3 x varifocal lens high resolution colour/day night static dome (Supply cameras as per the specification (Supplied, Installed, Tested and Commissioned)). | 13  | R             | R              | R           |
| 2.5  | Cabling, wiring and other accessories   |     | R             | R              | R           |
| <b>3 ACCESSORIES</b>                                   |   |     |               |                |             |
| 3.1  |   |     | R             | R              | R           |
| 3.2  |   |     | R             | R              | R           |
| 3.3  |   |     | R             | R              | R           |
| 3.4  |   |     | R             | R              | R           |
| <b>4 WIRIRNG &amp; CABLING</b>                         |   |     |               |                |             |
| 4.1  |   |     | R             | R              | R           |
| 4.2  |   |     | R             | R              | R           |
| <b>5. VIDEO RECORDING SYSTEM/HARDWARE</b>              |   |     |               |                |             |
| 5.1  | VDR/NVR   |     | R             | R              | R           |
| 5.2  | Switches  |     |               |                |             |
| 5.3  |   |     |               |                |             |
| <b>6. NETWORK AND HEAD-END HARDWARE &amp; SOFTWARE</b> |   |     |               |                |             |
| 6.1  |   |     | R             | R              | R           |
| 6.2  |   |     | R             | R              | R           |
| 6.3  |   |     | R             | R              | R           |
| 6.4  |   |     | R             | R              | R           |
| 6.5  |   |     | R             | R              | R           |
| <b>7. COMPUTER</b>                                     |   |     |               |                |             |



|            |  |   |   |   |   |
|------------|--|---|---|---|---|
| 7.1        |  |   | R | R | R |
| 7.2        |  |   | R | R | R |
| <b>8.</b>  | <b>BIOMETRIC READERS</b>   |   |   |   |   |
| 8.1        | Biometrics readers   | 8 | R | R |   |
| 8.2        | Magnetic and electronic-mechanical locks   | 4 | R | R | R |
| <b>9.</b>  | <b>BREAKGLASS UNITS</b>  |   |   |   |   |
| 9.1        | Red Emergency Call Point, Break Glass Operated, Indoor, Resettable. (Supplied, Installed and Commissioned).                                  | 4 | R | R | R |
| 9.2        | Green Emergency exit unlocking box, Break Glass Operated, Indoor, Resettable. (Supplied, Installed and Commissioned). Including key override | 4 | R | R | R |
| <b>10.</b> | <b>POWER SUPPLIES</b>  |   |   |   |   |
| 10.1       |  |   | R | R | R |
| 10.2       |  |   | R | R | R |
| 10.3       |  |   | R | R | R |
| <b>11.</b> | <b>MISCELLANEOUS</b>   |   |   |   |   |
| 11.1       |  |   | R | R | R |
| 11.2       |  |   | R | R | R |
| 11.3       |  |   | R | R | R |
| <b>12.</b> | <b>NETWORK EQUIPMENT</b>   |   |   |   |   |
| 12.1       | Router   | 1 |   |   |   |
| 12.2       |  |   |   |   |   |
| 12.3       |  |   |   |   |   |
| <b>13.</b> | <b>BACK-UP POWER</b>   |   |   |   |   |
| 13.1       | Uninterrupted Power Supply (UPS)   | 1 |   |   |   |
| 13.2       |  |   |   |   |   |
| <b>14.</b> | <b>OTHER RELATED COST</b>  |   |   |   |   |
| 14.1       |  |   | R | R | R |
| 14.2       |  |   | R | R | R |
| 14.3       |  |   | R | R | R |
| <b>15.</b> | <b>TOTAL COST OF INSTALLATION</b>  |   |   |   |   |
|            | <b>TOTAL COST</b>  |   | R | R | R |

## **SITE ESTABLISHMENT 2: JOHANNESBURG SSC**

| No.       | Description   | QTY | Rate (Supply) | Rate (Install) | Total Price |
|-----------|---|-----|---------------|----------------|-------------|
| <b>1.</b> | <b>CAMERAS</b>  |     |               |                |             |
| 1.1       | Mini Dome Type 5 – 5MP IP – 3 x varifocal lens high resolution colour/day night static dome (Supply cameras as per the specification (Supplied, Installed, Tested and Commissioned)). | 11  | R             | R              | R           |
| 1.2       | 5/4 MP Outdoor Multi-Directional Dome Camera with 4 varifocal lenses, IR, and 180°/360° coverage; (including camera stand to install outside the office                               | 3   | R             | R              | R           |
| 1.3       | 4 MP Network Dome, 2560 x 1440 resolution, face detect and event triggering, 25 x optical zoom, 16x digital zoom.   | 1   | R             | R              | R           |
| <b>2</b>  | <b>ACCESSORIES</b>  |     |               |                |             |
| 2.1       |   |     | R             | R              | R           |
| 2.2       |   |     | R             | R              | R           |
| 2.3       |   |     | R             | R              | R           |
| 2.4       |   |     | R             | R              | R           |
| <b>3</b>  | <b>WIRIRNG &amp; CABLING</b>  |     |               |                |             |
| 3.1       |   |     | R             | R              | R           |
| 3.2       |   |     | R             | R              | R           |
| <b>4.</b> | <b>VIDEO RECORDING SYSTEM</b>   |     |               |                |             |
| 4.1       |   |     | R             | R              | R           |
| 4.2       |   |     |               |                |             |
| <b>5.</b> | <b>NETWORK AND HEAD-END HARDWARE &amp; SOFTWARE</b>   |     |               |                |             |
| 5.1       |   |     | R             | R              | R           |
| 5.2       |   |     | R             | R              | R           |
| 5.3       |   |     | R             | R              | R           |
| <b>6.</b> | <b>COMPUTER</b>   |     |               |                |             |
| 6.1       |   |     | R             | R              | R           |
| <b>7.</b> | <b>BIOMETRIC READERS</b>  |     |               |                |             |
| 7.1       | Biometrics readers  | 8   | R             | R              |             |
| 7.2       | Magnetic and electronic-mechanical locks  | 4   | R             | R              | R           |
| <b>8.</b> | <b>BREAKGLASS UNITS</b>   |     |               |                |             |
| 8.1       | Red Emergency Call Point, Break Glass Operated, Indoor, Resettable. (Supplied, Installed and Commissioned).   | 4   | R             | R              | R           |
| 8.2       | Green Emergency exit unlocking box, Break Glass Operated, Indoor, Resettable. (Supplied, Installed and Commissioned). Including key override  | 4   | R             | R              | R           |
| <b>9.</b> | <b>POWER SUPPLIES</b>   |     |               |                |             |



|                        |                                  |   |   |   |   |
|------------------------|----------------------------------|---|---|---|---|
| 9.1                    | Uninterrupted Power Supply (UPS) | 1 | R | R | R |
| 9.2                    |                                  |   | R | R | R |
| 10. MISCELLANEOUS      |                                  |   |   |   |   |
| 10.1                   |                                  |   | R | R | R |
| 10.2                   |                                  |   | R | R | R |
| 10.3                   |                                  |   | R | R | R |
| 11. OTHER RELATED COST |                                  |   |   |   |   |
| 11.1                   |                                  |   | R | R | R |
| 11.2                   |                                  |   | R | R | R |
| 11.3                   |                                  |   |   |   |   |
| <b>TOTAL COST</b>      |                                  |   | R | R | R |

### **SITE ESTABLISHMENT 3: CAPE TOWN SSC**

| No.                       | Description   | QTY | Rate (Supply) | Rate (Install) | Total Price |
|---------------------------|---|-----|---------------|----------------|-------------|
| 1.                        | Decommissioning Site 1  | 1   | R             | R              | R           |
| 2. CAMERAS                |   |     |               |                |             |
| 2.1                       | Mini Dome Type 5 – 5MP IP – 3 x varifocal lens high resolution colour/day night <b>static dome (Supply cameras as per the specification (Supplied, Installed, Tested and Commissioned).</b> | 10  | R             | R              | R           |
| 2.2                       | 5 MP Outdoor Multi-Directional Dome Camera with 4 varifocal lenses, IR, and 180°/360° coverage; (including camera stand to install outside the office                                       | 1   | R             | R              | R           |
| 2.3                       | 4 MP Network Dome, 2560 x 1440 resolution, face detect and event triggering, 25 x optical zoom, 16x digital zoom.   | 1   | R             | R              | R           |
| 3 ACCESSORIES             |   |     |               |                |             |
| 3.1                       |   |     | R             | R              | R           |
| 3.2                       |   |     | R             | R              | R           |
| 3.3                       |   |     | R             | R              | R           |
| 3.4                       |   |     | R             | R              | R           |
| 4 WIRIRNG & CABLING       |   |     |               |                |             |
| 4.1                       |   |     | R             | R              | R           |
| 4.2                       |   |     | R             | R              | R           |
| 5. VIDEO RECORDING SYSTEM |   |     |               |                |             |
| 5.1                       | VDR/NVR   |     | R             | R              | R           |
| 5.2                       | Switches  |     |               |                |             |
| 5.3                       |   |     |               |                |             |

|                   |  |   |   |   |   |
|-------------------|--|---|---|---|---|
| <b>6.</b>         | <b>NETWORK AND HEAD-END HARDWARE &amp; SOFTWARE</b>  |   |   |   |   |
| 6.1               |  |   | R | R | R |
| 6.2               |  |   | R | R | R |
| 6.3               |  |   | R | R | R |
| <b>7.</b>         | <b>COMPUTER</b>  |   |   |   |   |
| 7.1               |  |   | R | R | R |
| <b>8.</b>         | <b>BIOMETRIC READERS</b>   |   |   |   |   |
| 8.1               | Biometrics readers   | 8 | R | R |   |
| 8.2               | Magnetic and electronic-mechanical locks   | 4 | R | R | R |
| <b>9.</b>         | <b>BREAKGLASS UNITS</b>  |   |   |   |   |
| 9.1               | Red Emergency Call Point, Break Glass Operated, Indoor, Resettable. (Supplied, Installed and Commissioned).                                  | 4 | R | R | R |
| 9.2               | Green Emergency exit unlocking box, Break Glass Operated, Indoor, Resettable. (Supplied, Installed and Commissioned). Including key override | 4 | R | R | R |
| <b>10.</b>        | <b>POWER SUPPLIES</b>  |   |   |   |   |
| 10.1              |  |   | R | R | R |
| 10.2              |  |   | R | R | R |
| <b>11.</b>        | <b>MISCELLANEOUS</b>   |   |   |   |   |
| 11.1              |  |   | R | R | R |
| 11.2              |  |   | R | R | R |
| 11.3              |  |   | R | R | R |
| <b>12.</b>        | <b>NETWORK EQUIPMENT</b>   |   |   |   |   |
| 12.1              | Router   | 1 |   |   |   |
| 12.2              | Switches   |   |   |   |   |
| 12.3              |  |   |   |   |   |
| <b>13.</b>        | <b>BACK-UP POWER</b>   |   |   |   |   |
| 13.1              | Uninterrupted Power Supply (UPS)   | 1 |   |   |   |
| 13.2              |  |   |   |   |   |
| <b>14.</b>        | <b>OTHER RELATED COST</b>  |   |   |   |   |
| 14.1              |  |   | R | R | R |
| 14.2              |  |   | R | R | R |
| 14.3              |  |   | R | R | R |
| <b>TOTAL COST</b> |  |   | R | R | R |



## **ESTABLISHMENT SECURITY CONTROL**

| No.       | Description   | QTY | Rate (Supply) | Rate (Install) | Total Price |
|-----------|---|-----|---------------|----------------|-------------|
| <b>1.</b> | <b>SITE ESTABLISHMENT</b>   |     |               |                |             |
| 1.1       | Design a system design that outlines the placement of all the required equipment, monitors, computer, communication, server, racks, etc |     | R             | R              | R           |
| 1.2       | Construct tenants' installation/(fit-out) which includes built-in counter, etc.   |     | R             | R              | R           |
| 1.3       |   |     | R             | R              | R           |
| 1.4       |   |     | R             | R              | R           |
| 1.5       |   |     | R             | R              | R           |
| 1.6       |   |     | R             | R              | R           |
| <b>2.</b> | <b>PATCH LEADS, TAILS AND MIDCOUPLERS</b>   |     |               |                |             |
| 2.1       |   |     | R             | R              | R           |
| 2.2       |   |     | R             | R              | R           |
| 2.3       |   |     | R             | R              | R           |
| <b>3</b>  | <b>ACCESSORIES</b>  |     |               |                |             |
| 3.1       |   |     | R             | R              | R           |
| 3.2       |   |     | R             | R              | R           |
| 3.3       |   |     | R             | R              | R           |
| 3.4       |   |     | R             | R              | R           |
| <b>4</b>  | <b>WIRIRNG &amp; CABLING</b>  |     |               |                |             |
| 4.1       |   |     | R             | R              | R           |
| 4.2       |   |     | R             | R              | R           |
| <b>5.</b> | <b>VIDEO RECORDING SYSTEM</b>   |     |               |                |             |
| 5.1       | DVR/NVR   |     | R             | R              | R           |
| 5.2       | Switches  |     |               |                |             |
| 5.3       | Server  |     |               |                |             |
| 5.4       |   |     |               |                |             |
| <b>6.</b> | <b>MONITORS</b>   |     |               |                |             |
| 6.1       | 55-inch LED Screen with display port and HDMI   |     | R             | R              | R           |
| 6.2       |   |     | R             | R              | R           |
| <b>7.</b> | <b>CONFIGARTION, SOFTWARE, LISCENCING</b>   |     |               |                |             |
| 7.1       |   |     | R             | R              | R           |
| <b>8.</b> | <b>NETWORKAND HEAD-END HARDWARE &amp; SOFTWARE</b>  |     |               |                |             |

|            |   |  |   |   |   |
|------------|---|--|---|---|---|
| 8.1        |   |  | R | R | R |
| 8.2        |   |  | R | R | R |
| 8.3        |   |  | R | R | R |
| <b>9.</b>  | <b>COMPUTER</b>                           |  |   |   |   |
| 9.1        |   |  | R | R | R |
| 9.2        |   |  | R | R | R |
| 9.3        |   |  | R | R | R |
| <b>12.</b> | <b>POWER SUPPLIES &amp; BACK-UP POWER</b> |  |   |   |   |
| 12.1       |   |  | R | R | R |
| 12.2       |   |  | R | R | R |
| 12.3       |   |  | R | R | R |
| <b>13.</b> | <b>VIDEO TRANSMISSION SYSTEM</b>          |  |   |   |   |
| 13.1       |   |  | R | R | R |
| 13.2       |   |  | R | R | R |
| 13.3       |   |  | R | R | R |
| <b>14.</b> | <b>TRAINING, MAINTENANCE AND MANUALS</b>  |  |   |   |   |
| 14.1       |   |  | R | R | R |
| 14.2       |   |  | R | R | R |
| 14.3       |   |  | R | R | R |
| <b>15.</b> | <b>SPARES AND LABELLING</b>               |  |   |   |   |
| 15.1       |   |  | R | R | R |
| 15.2       |   |  | R | R | R |
| 15.3       |   |  | R | R | R |
| <b>16.</b> | <b>HEAD END HARDWARE &amp; SOFTWARE</b>   |  |   |   |   |
| 16.1       |   |  | R | R | R |
| 16.2       |   |  | R | R | R |
| 16.3       |   |  | R | R | R |
| 16.4       |   |  | R | R | R |
| 16.6       |   |  | R | R | R |
| 16.7       |   |  | R | R | R |
| <b>17.</b> | <b>CONTROLLERS</b>                        |  |   |   |   |
| 17.1       |   |  | R | R | R |
| 17.2       |   |  | R | R | R |
| <b>18.</b> | <b>SOUNDERS</b>                           |  |   |   |   |
| 18.1       |   |  | R | R | R |



|       |   |   |   |   |
|-------|---|---|---|---|
| 19.   | <b>SPLICE BOXES, PATCH PANELS, RACKS AND SPLICES</b>  |   |   |   |
| 19.1  |   | R | R | R |
| 19.2  |   | R | R | R |
| 20.   | <b>ELECTRICAL</b>   |   |   |   |
| 20.1  |   | R | R | R |
| 20.2  |   | R | R | R |
| 21    | <b>MISCELLANEOUS</b>  |   |   |   |
| 21.1  |   | R | R | R |
| 21.2  |   | R | R | R |
| 21.3  |   | R | R | R |
| 22.   | <b>OTHER RELATED COST (Indicate all other cost related to the project that CIPC might missed)</b>   |   |   |   |
| 22.1  | Safety File   | R | R | R |
| 22.2  |   | R | R | R |
| 22.3  |   | R | R | R |
| 22.4  |   | R | R | R |
| 22.5  |   | R | R | R |
| 22.6  |   | R | R | R |
| 22.7  |   | R | R | R |
| 22.8  |   | R | R | R |
| 22.9  |   | R | R | R |
| 22.10 |   | R | R | R |
| 22.11 |   | R | R | R |
| 22.12 |   | R | R | R |
| 23.   | <b>TOTAL COST OF NEW SECURITY CONTROL ROOM (Inclusive of commissioning, supply of all required material, accessories, equipment, software, licencing, configuration, testing &amp; Integration of all four (4) offices systems)</b> |   |   |   |
|       | <b>TOTAL COST</b>   | R | R | R |
|       | <b>Total Cost of the project (Inclusive of cost of SSC installation, security control room, training &amp; maintenance)</b>   | R | R | R |

**NB: The pricing must be inclusive and covers the commissioning of the entire project**

**FAILURE TO COMPLY WITH ALL THE ABOVE REQUIREMENTS FOR PRICING SHALL IMMEDIATELY INVALIDATE THE BID.**

### 32. BRIEFING SESSION

PLEASE NOTE THAT THERE IS A COMPULSORY SITE VISIT SCHEDULED FOR THIS. BIDDERS WHO DID NOT ATTEND THE BRIEFING SESSION WILL NOT BE ALLOWED TO BID

|  |  |
|--|--|
| <b><u>COMPULSORY</u></b><br>BRIEFING SESSION/SITE VISITS         | DATE: 14 APRIL 2026<br>TIME: 11H00 AM  |
| SITE VISIT<br><br>VENUE:   | CIPC PRETORIA SSC<br>SANCARDIA MALL<br>SHOP 41B – GROUND FLOOR (OLD STANDARD BANK)<br>541 MADIBA STREET<br>ARCADIA<br>0001 |
| <b>NB: IT IS COMPULSORY TO ATTEND THE SITE BRIEFING SESSION.</b> |  |

### 33. SUBMISSION OF PROPOSALS

Sealed proposals will be received at the Tender Box at the Reception, 77 Mentjies Street, Sunnyside, **the DTI** campus, Block F.

#### Proposals should be addressed to:

Manager (Supply Chain Management)

Companies and Intellectual Property Registration Office

Block F, **the dtic** Campus, 77 Meintjies Street,

Sunnyside, PRETORIA

### 34. ENQUIRIES

#### A. Supply Chain Enquiries

Ms Ntombi Maqhula OR Mr Solomon Motshweni

Contact No: (012) 394 3971 /45344

E-mail: [Nmaqhula@cipc.co.za](mailto:Nmaqhula@cipc.co.za) OR [SMotshweni@cipc.co.za](mailto:SMotshweni@cipc.co.za)

#### B. Technical Enquiries

Mr. Mzayifane Komane – Email: [Mkomane@cipc.co.za](mailto:Mkomane@cipc.co.za)

*Note : It is the bidder's responsibility to call CIPC if they have any questions that have not been answered via email, as the system may have flagged their email as spam.*

### 35. DEADLINE FOR SUBMISSION

**BIDS OPENING DATE: 27 MARCH 2026**

**COMPULSORY SITE VISIT: 14 APRIL 2026**

**BIDS CLOSING TIME: 11: 00 AM**

**BIDS CLOSING DATE: 29 APRIL 2026**

**[BIDDERS MUST ENSURE THAT BIDS ARE DELIVERED IN TIME TO THE CORRECT ADDRESS. LATE PROPOSALS WILL NOT BE ACCEPTED FOR CONSIDERATION](#)**

**NB: IT IS THE PROSPECTIVE BIDDERS' RESPONSIBILITY TO OBTAIN BID DOCUMENTS IN TIME SO AS TO ENSURE THAT RESPONSES REACH CIPC, TIMEOUSLY. CIPC SHALL NOT BE HELD RESPONSIBLE FOR DELAYS IN THE POSTAL SERVICES AND BID DEPOSITED IN THE INCORRECT BID BOX**