

RFQ No: 05/08/2023

RFQ Date: 18 August 2023

From: Supply Chain Management

Contact Person : Lastar Makhubela

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REFERENCE NO: 05/08/2023

You are hereby invited to submit a quotation as per the specification or terms of reference indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at FPB on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

Failure to specifically quote as per the specification or terms of reference, and complying with the listed instructions will result in your quotation being disqualified.

1. Detailed Specification/Terms of reference

Expected date of delivery	16 August 2023
Time:	
Venue:(Place of delivery)	FPB Head Office
Type:	Biometric System Upgrade
Detailed Specification Requirement	
The Film and publication board requires a service provider to supply biometric devices in accordance to the below specification:	
1. Supply and installation of 10 access control devices at FPB offices that will allow for access in and out of the following FPB buildings:	

- a) 6 devices to be installed at 420 Witch Hazel Avenue, Centurion, Gauteng
 - b) 2 devices to be installed at 36 Silverton road, Musgrave, Durban
 - c) 2 devices to be installed at 3rd floor, 9 long building, Long street, Cape town
2. The 10 devices should:
- a) Have the capacity to register up to 200 employees
 - b) Primarily make use of facial recognition to grant access
 - c) Should allow for the use of Biometric fingerprint recognition that can be programmed as a backup to facial recognition
 - d) Authenticate the identity of FPB employees programmed and keep a record of time and attendance.
 - e) Link to a time and attendance system that can pull accurate access control reports with date and time flagged.
 - f) Be able to communicate via TCP/IP or wireless broadband network as a backup
 - g) The service provider will be expected to configure the 10 devices making use of the FPB sim cards to serve as a backup to TCP/IP
 - h) Devices should be able to retain access records in the absence of a network connection and update the network when available
 - i) Have a 12-month manufacturer warranty.
3. Service provider must supply licensed software for a period 12 Months that:
- a) can synchronize all 10 biometric devices into one reporting platform
 - b) Can be installed on the FPB server and be accessed from a client PCs
 - c) Client software should allow for the registration of 3 users to access the platform
 - d) Should have the capability to automate reports and have them emailed
 - e) Is able to calculate working hours and provide a report in this regard
 - f) Allows for manual editing of the system reports by system administrators
 - g) Has the potential to be modified in the future to include remote time and attendance recording for people working from a remote location.
 - h) The system must be able to do Time and attendance for

Employees who are working from home.

- i) Service Provider must provide Systems and licenses that are already built to integrate with our Current Sage300 People System ie :

- ERSBio
- Eco-time
- PRP
- Kronos
- X-time
- Easy Roster

4. The service provider should provide device maintenance and software support for a period of 6 months.
5. The service provider should assist with user enrollments which can take up to 5 working days.
6. The service provider should provide:
 - a) software training for the software on client PCs and operating the devices installed.
 - b) Training on enrolling and granting access to employees.
 - c) An electronic training manual.

COMMENTS:

- The Service Provider shall ensure that biometric system hardware and software are installed and activated by only suitably qualified employees, contractors, or subcontractors in possession of the required qualifications at the level determined by the State Security Agency of South Africa.
- Service provider Must provide proof of similar work done in the Past with 2 signed reference letters with contactable references.

Closing date for submission of quotations/documents:

25 August 2023 at 12:00 pm

2. Quotation instructions:

- 2.1. Quotations should be valid for at least: **60 days.**
- 2.2. Suppliers must supply written quotations that reflect the following information:

- Price per item (All-inclusive prices are required)
 - Delivery lead time
 - Company Name
 - Company Registration Number
 - VAT Registration Number (If applicable)
 - Address
 - Contact Person
 - Telephone/Contact number
 - Email Address
- 2.3. Suppliers must sign the Quotation Declaration in paragraph 3 below and submit along with their quotation and other relevant documents.
- 2.4. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
- 2.5. Valid BBBEE certificates or certified copies thereof, sworn affidavits be submitted with the quotation (Non-submission will not lead to disqualification however points will not be allocated for BBBEE)
- 2.6. Suppliers should note that the 80/20 preference points system will be applicable to transactions from R2 000 (Refer to SBD 6.1)
- 2.7. All prices must be fixed and firm.
- 2.8. All prices must be VAT inclusive. If no indication is given, prices will be evaluated as inclusive of VAT.
- 2.9. FPB does not pay deposits/upfront payments. Payment will be made after delivery of goods and/services within 30 days of receipt of a valid tax invoice.
- 2.10. The 80/20 preferential points system will apply to procurement from R2 001 to R50 000 000. Points will be awarded in line with the criteria detailed in 2.10.1 below:

2.10.1. Preferential points scoring

a) POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

b) POINTS AWARDED FOR SPECIFIC GOALS

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:
- In cases where organs of state intend to use Regulation 3(2) of the Regulations,

which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table Specific goals for the Requests for Quotation (RFQ) and points claimed are indicated per the table below.

Note to service provider: The service provider must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the service provider)
Owned by women	8	
Owned by youth	6	
Owned by people with disabilities	2	
BBBEE levels 3 or lower	4	

- 2.11. Delivery will be as per the delivery address above, unless specifically specified otherwise.
- 2.12. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.
- 2.13. Depending on the type of goods and services to be delivered the successful bidder may be requested to sign a contract/service level agreement before delivery of goods/services may commence.

Kind regards

Supply Chain Unit

Attachments: SBD 1, 4, 6.1.

QUOTATION DECLARATION

RFQ No: 05/08/2023

I/we the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company declares that:

1. The information furnished on this quotation is true and correct.
2. If the information provided on this quotation is found to be incorrect, FPB, in addition to any other remedy it may have:
 - 2.1. Recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
 - 2.2. Cancel the purchase order and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation;
3. I have read, fully understand and hereby accept FPB's standard quotation instructions detailed in paragraph 2.

Name (Person responsible for the quote)

Signature (Person responsible for the quote)

Date: