REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

12 MONTHS SERVICE AND MAINTENANCE OF CCTV MONITORING SYSTEM IN PRETORIA JOHANNESBURG: 287 ALBERT, 262 MILNER, 285 JULIUS JEPPE, 307 NICHOLSON, 331 OLIVIER, 266 AURIGA, 249 ALBERT, 277 LYRRA, 249 DELPHINUS, 259 AQUILLA, 122 CLUB, 193 RIGEL, 321 RIGEL, 357 CLARK,322 RIGEL AND 61 DENNIS ROAD

REFERENCE NUMBER: ID- 3283143

CONTACT PERSON FOR ANY QUIRIES OR SITE VISIT ARRANGEMENT
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RESPONSIVE & EVALUATION CRITERIA

RESPONSIVE CRITERIA REQUIRED FOR QUOTATION IS TABULATED BELOW
NB: FAILURE TO COMPLY WITH THE CRITERIA STATED HEREUNDER SHALL RESULT IN THE QOUTATION OFFER BEING DISQUALIFIED FOR FURTHER CONSIDERATION.

DESCRIPTION	**RESPONSIVE CRITERIA REQUIRMENT**
QUALIFICATION REQUIRED	1. Attach a certified copy of the company PSIRA certificate, CCTV and access control installer certificate
Work experience	2. Provide minimum 2 years traceable experience in CCTV and access control maintenance (copy of appointment letter or order must be attached)
VALUE FOR MONEY	ALL PRICES MUST BE MARKET RELATED. IN CASE OF PRICES WHICH ARE NOT MARKET RELATED THE DEPARTMENT RESERVES THE RIGHT TO ADJUST THE BILL OF QAUNTINTY PRICES OR TO DISQUALIFY THE BIDDER

1. SPECIAL CONDITIONS OF CONTRACT

1.1 VALUE-ADDED TAX

All prices, rates, tariffs etc. in this tender document shall exclude Value-Added Tax (VAT).

1.2 PRICES

All prices for items in this document shall include for additional costs, if any, that may occur as a result of these of Contract as well as for the supply of all scaffolding and normal plant and everything necessary for the proper execution of the work.

1.3 THE BID

The pages of this BID are numbered consecutively. The BIDDER shall, before submitting his BID, check the numbers of the pages and should any be missing or duplicated, or the reproduction be indistinct, or if any doubt exists as to the full intent or meaning of any description, or this BID contains any obvious errors, the BIDDER shall obtain a directive in writing from the Department.

The text of this BID and other document as prepared by the Department shall be adhered to and no alteration, erasure, omission or addition thereto by the BIDDER shall be accepted.

1.4 DOCUMENTS

Should there be any contradiction between these, the Conditions of Contract (PW 677) and the Conditions of the BID (PW 210), the contradiction must be brought to the attention of the relevant official who will make a ruling, and such ruling will be final.
The following documents shall be read in conjunction with this BID.

a) State Tender Board General Conditions and Procedures (ST 36).

b) Occupational Health and Safety Act, Act no 85 of 1993.

c) Municipal by-laws and any special requirements of the Local Authority.

d) The Document PW379.

The BIDDER shall study these documents and acquaint himself with the contents thereof as no claims in this regard shall be accepted.

The above-mentioned documents are available from the office of **the Regional Manager, AVN Building, 251 Nana Sita Street, Pretoria** for information.

1.5 PROVISIONAL QUANTITIES

All quantities in this BID document are provisional and inserted to obtain competitive tenders. The Department reserves the right to increase or decrease quantities and exclude installations during the progress of the contract, and such increases or decreases shall not alter the rates for any item.

1.6 RATES

Each item to be serviced as listed in this tender document must be priced. "No cost", "R0.00", "Free", "N/A" or unfair and unreasonable tariffs for servicing shall not be accepted and may lead to disqualification of the BID. The Department reserves the right to make such adjustments to individual tariffs in these schedules as necessary to eliminate errors, discrepancies or what they consider to be unreasonable or unbalanced rates.

This is not a lump sum contract.

1.7 CONTRACT PERIOD, RENEWAL AND TARIFF ADJUSTMENT

THIS BID SHALL BE VALID FOR A PERIOD OF TWELVE (12) MONTHS THE CONTRACT IS SUBJECTED TO EXIT CLAUSE /TERMINATION CLAUSE

Note: -

The contract tariffs shall remain fixed for **TWELVE (12)** calendar months including escalation, and no further adjustments will be allowed except that for an increase in VAT will apply.

Any extension of this contract will only be approved if required by the **Regional Bid Committee (RBAC).**

1.8 ACCESS TO PREMISES

The Contractor undertakes to:

a) Arrange with the occupants of buildings regarding access to the premises in order to execute the required service.

b) Take adequate precautions to prevent damage to buildings, to fittings and furnishing inside the premises and elsewhere on the site.

c) Accept liability and to indemnify the Department against any claims whatsoever arising from his conduct and/or the conduct of his employees.

d) Safeguard all his employees in accordance with the regulations of the Unemployment Insurance Act l966, (Act no 30 of l966) and any amendments thereof.

e) Comply with all by-laws and requirements of the Local Authority.

b) Carry out maintenance, servicing and repairs during normal working hours

1.9 ACCESS CARDS TO SECURITY AREAS

Should the work fall within a security area, the Contractor shall obtain, either from the S A National Defence Force, Correctional Services, S A Police Service or Client Department access cards for his personnel and employees who work within such an area.

The Contractor shall comply with any regulations or instructions issued from time to time, concerning the safety of persons and property, by the S A National Defence Force or S A Police Service etc.

1.10 SECURITY CHECK ON PERSONNEL

The Department or the Chief of the S A National Defence Force, Correctional Services or the Commissioner of the S A Police Service may require the Contractor to have his personnel or a certain number of them security classified.
In the event of either the Department, the Chief of S A National Defence Force or the Commissioner of the S A Police Service requesting the removal of a person or persons from the site for security reasons, the Contractor shall do so forthwith and the Contractor shall thereafter ensure that such person or persons are denied access to the site and/or to any documents or information relating to the work.

1.11 DRESS CODE

The following dress code must be always adhered to by all workers

- **Workers must have a COMPANY WORK SUIT on with the company logo on it**
- **Must have clear identification tags with name number and a photograph openly displayed with the company logo as background**
- **The dress code must adhere to the OHSA in terms of protection for all workers for this service**
- **Failure to adhere to the above criteria will result in the workers not gaining entry to any site for this service**

1.12 TRAINED STAFF

The Contractor shall use competent trained staff directly employed and supervised by him and shall take all the necessary steps to maintain the installations and keep it in perfect working condition. The Department reserves the right to inspect the Bidder's premises for plant, equipment and general good management before the bid is awarded.

1.13 REDUNDANT MATERIAL, RUBBISH AND WASTE

All redundant material and parts shall remain the property of the Government and shall be left on site and stored in a room designated therefore by the Caretaker or person in charge of the plant or building or delivered to DPWI workshop. A copy of the job card shall be left with the Caretaker or person in charge for audit purposes. The original job card shall be attached to the invoice. Failure to comply with this requirement shall lead to payments not being affected within the prescribed period of 30 days.

All redundant material or parts shall be labelled with the complaint number for the repair work.

After an inspection of all material and parts that are obsolete/unserviceable/of no value shall be disposed by the Contractor.
The material and parts of the value shall then remain the property of the DPWI.

All rubbish and waste shall be removed from the site by the Contractor, and the plant / rooms shall be kept in a clean and neat condition.

1.14 ASSOCIATED ELECTRICAL WORK

Note:

All such work shall be carried out by, or under the supervision of a qualified person, and comply with the **Occupational Health and Safety Act (Act No 85 of 1993)**

1.15 SCOPE OF CONTRACT

This contract for the 12 months maintenance of monitoring system in the GAUTENG Province PRETORIA REGIONAL OFFICE JURISDICTION and all State Buildings, as well as structures falling under the control of the Department or other departments hereafter referred to as "Client" Departments, for a period of 12 (Twelve) months, subjected to a exit clause/termination clause.

Any deviations from this program shall be brought to the attention of the **DPWI Official** by email at least 7 days prior to the due servicing dates.

The Contractor shall supply, at his own cost, all consumable material(s) such as grease, waste, hacksaw blades, welding rods and material for all other forms of welding, insulation tape, cleaning materials etc. necessary for the proper execution of repairs, maintenance and servicing. **No claims for consumables shall be accepted.**

Where repairs are required for specialized items of equipment the Contractor shall arrange for such work to be carried out by specialists.

1.16 PREVENTATIVE MAINTENANCE SERVICE SCHEDULES

Servicing shall be carried out strictly as stated on the service schedules and the Contractor shall after each service submit the completed signed and stamped service sheet, completed signed and stamped job card and invoice must be handed in to the Registry section at **DPWI Pretoria Regional Office, AVN Building, 251 Nana Sita Street, Pretoria.**

The Contractor shall make his own arrangements for printing and duplicating of service schedules and job cards.

The service schedule shall be countersigned by the officer in charge of the building in which the equipment is situated, and he shall endorse the schedule to the effect that the equipment is, in his opinion, operating satisfactorily.

1.17 OFFICIAL ORDER FOR REPAIRS (SUPPLIERS ADVICE)

a) An official order (supplier's advice) for repairs shall be issued to the Contractor.

b) Instructions for repairs may only be issued to Contractors by responsible officials of (NDPWI, PTA R/O). For each repair the complaint number issued for that repair as well as details regarding the defects shall be given to the Contractor.

Any instruction given by the Client and attended to by the contractor will not be honoured by DPWI, shall be the responsibility of Client Department.

1.18 INVOICES AND QUOTATIONS

c) No payments shall be made for work executed without the necessary written authority, such as official order number and signed job cards.

d) Payments can be delayed if order numbers and complaint numbers do not appear on invoices submitted for payment and incorrect calculations.

e) No Tippex/correction fluid or any other forms of removal of quantities or numbers on the quotation or invoice will not be accepted and will be returned.

f) No physical corrections on any invoice will be accepted.

1.19 EXECUTION OF REPAIRS

In the event of repairs having to be carried out urgently during the cause of a programmed service, details of such repairs shall be reported immediately to the Head of the Technical Maintenance for further instructions and/or authority to proceed.
No work may be carried out without prior instruction from the Head of the Technical Maintenance.

The Contractor shall respond to all normal breakdown calls within 8 (eight) hours of receipt of the call, AND 24 (TWENTY-FOUR) NORMAL WORKING HOURS INCLUSIVE OF THE 8 HOUR RESPONSE TIME TO COMPLETE THE REPAIR. Should this not be possible it is the responsibility of the Contractor to obtain an extension of time. The written request shall clearly state all the reasons for the extension request. Permission for extension shall be in writing.

For emergency services the response time shall be 2 (two) hours from the receipt of the call night or day. Only breakdowns which affect public health could cause an environmental disaster, or the operation and safety of sensitive equipment, shall be treated as emergency repairs.

In the event of the contractor not responding in the required time, the Department reserves the right to call on any other contractor to carry out the service. Any additional cost incurred shall be for the account of the successful bidder.

1.20 JOB CARDS FOR REPAIRS

Job cards shall be completed in all respects for each and every repair undertaken. Job cards shall be issued to Contractor by responsible DPWI official.

Job cards shall be completed in triplicate (Client, DPWI, and Contractor) legibly in ink after completion of each repair and all unused lines shall be ruled through. The job card must be submitted with the quotation; the contractor shall submit a copy of the fully completed job card to the User Department for audit purposes and for verification of the deletion of the unused lines. Incomplete and incorrect job cards shall be returned to the contractor with his quotation.

1.21 ACCOUNTS FOR SERVICING AND REPAIRS

Accounts for servicing shall be accompanied by a Service Schedule.
Accounts for repairs executed, shall be accompanied by a job card.
The contractor shall cross-reference all prices and tariffs on invoices with the applicable prices and tariffs in the tender document.

<u>Note:</u>
Any overpayments discovered at a later stage shall be rectified and the Department shall recover the overpayment.
The appointed bidder shall structure his quote and invoice to include the item numbers as per the tender document.

1.22 **PAYMENT TO CONTRACTORS**

Accounts can be submitted weekly or monthly. Payments of accounts complying with all the requirements shall be **made within 30 days electronically into the contractors banking account after receipt thereof.**

1.23 PROFIT ON MATERIAL (NON SHEDULE ITEMS)

Percentage mark-up not exceeding 20% is allowed on non-scheduled material, equipment and requirements only and not on labour, transport. The percentage mark-up shall then be calculated on the price excluding VAT.

(a) REQUEST FOR SUPPLIERS INVOICE FOR NON-SCHEDULE ITEMS (NSI)

Request for a SUPPLIER'S **INVOICE** for NSI will be requested by the NDPWI official and must be always adhered to.
The supplier's invoice must comply with the following criteria, which will be deemed acceptable to the NDPWI;

- Must be on a **Company Letter Head**
- **Prices must be clear with no corrections; no Tippex must be used on the invoice.**
- **The supplier's address and contact details must be clear and current'(contactable)**
- **The items listed on the supplier's invoice must be related to the service in question**
- **Failure to comply with the above will result in non-payment or a delay to this payment**

1.24 TRANSPORT COST

Transport cost will include the cost of wages and overheads for personnel during transport to the site and running cost of the vehicle.

a.) Transport cost will be calculated from The **Pretoria Church Square to site.** Transport cost involved for any additional instructions executed on the same day or at the same institution or building will be calculated from point "A" (the first instruction) to point "B" (second instruction) to point "C" (third instruction) etc. Under no circumstances will separate transport costs for instructions carried out on the same day or at the same institution or building in the same area be allowed.

b.) The Contractor shall make the necessary arrangements to have the required material or equipment available to execute the scheduled repairs, therefore no claims for delivery cost or transport cost to collect material or equipment for scheduled repairs shall be accepted.

1.24 COMPILING OF INVENTORY AND MARKING OF EQUIPMENT.

An inventory of all installations shall be compiled by the Contractor during his first service call. The inventory shall describe the installation in detail, and the description shall indicate the make, model, size, capacity and serial numbers of attachment to the equipment. In accordance with the format as shown in the scope of work forming part of this document.

The inventory shall also clearly state the Town/City or complex and building where the equipment is installed. The inventory shall be compiled in MS Excel (*.xls) format and a printed as well as an electronic copy (email) and an updated version shall be handed in with every servicing invoice. **No payment for servicing will be affected without the inventory.** Updated inventories must be supplied as and when components with serial numbers are replaced.

The Contractor shall permanently mark all new installations serviced under this contract. The number on each installation shall be unique and stamped on a metal plate and pop riveted to the installation. The markings shall be in a conspicuous position but shall not deface the appearance of the installation.

1.25 **CANCELLATION OF SERVICING TO INSTALLATIONS**

The Department reserves the right to cancel this contract partly, meaning that certain installations might be withdrawn from this contract at any stage during the validity of this contract or any new installation may be added.
The contractor undertakes not to lay any claim(s) against the Department in this event. A written 30 days' notice in this regard will be issued to the contractor.

IMPORTANT NOTICE

EXIT CLAUSE

Note: Should the appointed contractor not perform or defaults on service delivery during any phase of this contract, the department reserves the right to cancel the contract and recover the difference in price between the contractor in default and the next contractor recommended to continue with the contract, where applicable.

National Screening Policy: 'THE SUCCESSFUL TENDERER WILL BE SUBJECTED TO POSITIVE SECURITY CLEARANCE'

The price for marking of the equipment and compiling of the inventory shall be included in the price for servicing.
Please note that this document is based on contract period of 12 months or contract amount, whichever comes first.

END OF THE SPECIAL CONDITIONS OF CONTRACT

2. **MAINTENANCE OF EQUIPMENT**

1.1 The successful Tenderer shall be required to maintain the complete installation and equipment in a proper and safe operating condition, to clean, adjust and lubricate the equipment as required in terms of the Contract, repair or replace all electrical and mechanical parts as necessary due to wear and tear.

This shall include, but not be limited to the following: -

1.1.1 Examine the system in accordance with any applicable regulation promulgated under the Occupational Health and Safety Act 85 of 1993 and any amendments thereof

1 Properly maintain, always adjust and keep the installation and equipment in a safe and proper operating condition

2 Repair/replace all parts of the installation which may become necessary for the proper use and/or operation of the installation

3 Examine, adjust and lubricate the complete installation, supply of all lubricants, replacement parts and cleaning materials as required for proper maintenance of the equipment

4 Any malfunction or defect occurring within a period of three (3) months after any service or repair being executed will be for the account of the contractor.

5 Examine, periodically and when necessary, all devices and perform any statutory safety tests at or before the expiring of the required intervals

6 Complete the services, maintenance or repair action report, which shall be submitted with any invoice(s)

MINISTERIAL ACCOMODATION : 12 MONTHS SERVICING AND MAINTENANCE OF CCTV SYSTEMS MINISTERIAL RESIDENCES: ID 3283143

BILL OF QUANTITIES REPAIRS SCHEDULE ONE

TENDERERS MUST COMPLETE THE
SCHEDULE OF QUANTITIES IN BLACK INK.

NB.The rates quoted for the repair of the listed items/components shall include the cost of evaluating the existing faulty item/component, removing it, and replacing with a new component. Where faulty items or components can be repaired without replacement the repair cost shall be included in the comprehensive maintenance labour cost. The replacement of items which are beyond economical repair shall be carried out at these rates on the issue of an instruction from the Control / Chief Works Manager(NDPW) responsible for Day-to Day maintenanace. Unit rates for items must allow for profit, fault finding, and for the supply of new items, mark-up, courier charges ,plant, scaffolding, cutting,waste all expendible material such as oil ,grease,cleaning material,equipment,profit attendance overheads, compliance with the Occupational Health and Safety Act and Construction Regulations , access limitations to the facilty and any other costs associated with the successful execution of the required work.Rates are fully installed rates (after verification and inspection by NDPW) and the making good of the area.
This Bill of Quantities is to be read in conjunction with NDPW Specifications.

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
	CCTV				
	IP Cylindrical camera 4MP 30-40m	ea			
	IP bullet Cylindrical 4MP 60m	ea			
	IP camera 4MP 100m	ea			
	IP PTZ camera 4MP 100m *IR*	ea			
	16 Channel NVR POE HD with 30 days video back-up	ea			
	16 Channel NVR NON-POE HD with 30 days video back-up	ea			
	32 Channel NVR HD with 30 day video back-up	ea			
	UPS system 2000 VA	ea			
	UPS system 3000 VA	ea			
	10 port Gigabit POE switch	ea			
	16 port Gigabit POE switch	ea			
	24 volt AC transformer power packs installed	ea			
	10-15 amp power supply 8 channel	ea			
	10-15 amp power supply 16 channel	ea			
	20 amps power supply 16-32 Channel	ea			
	32" HD monitor surveillance	ea			
	38inch HD monitor surveillance	ea			
	42 inch HD monitor surveillance	ea			
	48 inch Hd CCTV monitor surveillance	ea			
	SATA 3TB 3.5" HDD	ea			
	SATA 4TB 3.5" HDD	ea			
	SATA 8TB 3.5" HDD	ea			
	RJ 45 cable connector	ea			
	8 Way multiplexer/ switcher high surge protection	ea			
	12 Way multiplexer/ switcher high surge protection	ea			
	TV to VGA adaptor	ea			
	Cat 5E cable fully installed inclusive of connectors	p/m			
	Cat 6 cable fully installed inclusive of connectors	p/m			
	RG59 U cable fully installed inclusive of connectors	p/m			
	Network cable	p/m			
	Trunking 40x40	p/m			
	20mm conduit PVC	p/m			
	25mm conduit PVC	p/m			
	8 Chanel surge protector	ea			
	16 Chanel surge protector	ea			
	32 Chanel surge protector	ea			
	2.5mm surfix	p/m			
	Digital convertor	ea			
	Ceiling dome 4MP 40m	ea			
	Wall mounted enclosure 115 X 115 x 48	ea			
	Outdoor IP66 enclosure	ea			
	Dual Core PC complete with key board and mouse. Latest Windows and all related software and data	per set			
	Mouse	ea			
	HDMI extender	ea			
	HDMI spliter	ea			

	HDMI spliter 1 x 2	ea			
	HDMI cable	p/m			
	UPS battery 12v 7ah	ea			
	DVR 32 channel HD 30 with 30 days video back-up	ea			
	Analogue bullet cameras 4MP 30-40m	ea			
	Analogue bullet cameras 4MP 60m	ea			
	Analoque camera PTZ 4MP 100m	ea			
	DVR 8 channel HD 30 with 30 days video back-up	ea			
	DVR 16 channel HD 30 with 30 days video back-up	ea			
	6u cabinet	ea			
	9U cabinet	ea			
	Retrieve footage per hour	ea			
	CCTV system commissioning of sofware	ea			
	Update the system	ea			
	SUB-TOTAL				
	VAT				
	TOTAL **TO BE CARRIED OVER TO SUMMARY PAGE**				

PRICES AND LABOUR RATES SCHEDULES

Item.	Description	Qty	Rate	Amount
	Labour Rates The rates for labour will be deemed to include for statutory minimum labour rates, transport cost subsistence and travelling allowance, contribution to bonus, holiday, pension, medical funds, etc as well for normal working hours, overtime, Sunday and holiday time			
	Normal Time			
	Artisan/Technician per hour	1	200	200
	Labourer per hour	1	75	75
	Material The cost of non-schedule materials shall be deemed to include for the cost of material after deduction of any discount and delivery.	-	-	-
	Mark-up Mark-up on new parts, material and equipment only 0 % to 20%			
	Note: 1. 20 % mark-up shall be calculated On the total discount price Excluding VAT 2. Maximum of 20 % mark-up Will be allowed. Higher Mark-up shall not be Considered.			
	Transport			
	Transport cost/Km (Distances will be measured from the National Department of Public Works Head Office in Pretoria. (Church Square)	km 1	R5.00	R5.00
			Sub-Total	
			15% VAT	
			Total	

TENDERER'S SIGNATURE: ______________________________

ADDRESS: ____

____

____

DATE: _________________________

The rates for servicing as stipulated must include, Transport (to source materials), Consumables, Materials (oil, distilled water) minor and incidental repairs and all other overheads etc. which shall form part of the contract.

If a RAMP project starts at an Institution and the generators are covered in the RAMP, THEN THIS CONTRACT STOPS WITHIN 14 DAYS NOTICE.
National Department of Public Works will not be liable or obligated financially to the Contractor due to loss of work.