YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED

<table>
<thead>
<tr>
<th>BID NUMBER:</th>
<th>RFP225/2022</th>
</tr>
</thead>
</table>
| PHYSICAL COMPULSORY BRIEFING SESSION: | **TUESDAY 30 AUGUST 2022 AT 11:00AM**  
1258 LEVER ROAD MIDRAND  
HALFWAY HOUSE |
| CLOSING DATE:     | 13 SEPTEMBER 2022    |
| CLOSING TIME:     | 23H55 PM via One Drive Link |
| PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE: | 120 days |
| DESCRIPTION OF BID: | SUPPLY, INSTALLATION AND CUSTOMISED CONFIGURATION OF A VISITOR MANAGEMENT SYSTEM THAT INCLUDES AN IT ASSET TRACKING FUNCTIONALITY THAT CAN BE INTEGRATED INTO THE EXISTING ICT SYSTEMS OF THE DBSA AS WELL AS MAINTENANCE SUPPORT FOR THE SYSTEMS AND RELATED EQUIPMENT FOR 36 MONTHS |
| BID SUBMISSIONS ELECTRONICALLY: | i. Bidders are advised to kindly issue Tender Submission Link requests and all other enquiries to DavidSCM@dbsa.org – ONLY  
ii. No – Tender Submission Link requests will be accepted after 16h00 on the **08 September 2022**. Any requests after the stipulated date and time will be disregarded.  
iii. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.  
iv. Bidders who have received submission Links that have errors, will be provided with new Links for use. |
| NAME OF BIDDER:   |                      |
| CONTACT PERSON:   |                      |
| EMAIL ADDRESS:    |                      |
| TELEPHONE NUMBER: |                      |
| FAX NUMBER:       |                      |
| BIDDER’S STAMP OR SIGNATURE |                      |
Table of Contents

PART A ......................................................................................................................................... 4
PART B ......................................................................................................................................... 7
PART C ......................................................................................................................................... 8
PART D ......................................................................................................................................... 10
PART E ......................................................................................................................................... 43
1. PURPOSE .................................................................................................................................... 45
2. CONTEXT ................................................................................................................................. 45
3. DBSA Security’s Main Goals, Objectives, and Requirements ..................................................... 47
4. Functional Requirements .......................................................................................................... 49
5. Scope of Works .......................................................................................................................... 55
6. Legislative Requirements and Directives .................................................................................... 55
7. Competency and Expertise Requirement of Resources ............................................................. 56
8. Project Reporting Arrangements .............................................................................................. 56
9. Facilities and ICT Technical Specifications ............................................................................... 57
10. Standard and Performance Requirements ............................................................................. 58
11. Performance Requirements for the end of a workday ............................................................. 58
12. Provision of Requirements and Information .......................................................................... 58
13. Suppliers and Installers ........................................................................................................... 60
14. System Integration .................................................................................................................... 60
15. Software Licenses .................................................................................................................... 60
16. Confidentiality .......................................................................................................................... 60
17. Design Responsibility .............................................................................................................. 60
18. CO-ORDINATION ................................................................................................................... 61
19. DBSA ICT Unit ........................................................................................................................ 62
20. UNIT SECURE INSTALLATION ............................................................................................. 62
21. DOCUMENTS, DRAWINGS AND CONTROL ....................................................................... 62
22. DOCUMENTATION .................................................................................................................. 63
23. DRAWINGS ............................................................................................................................. 64
24. SHOP DRAWINGS AND DOCUMENTATION .......................................................................... 64
25. AS CONSTRUCTED DRAWINGS ............................................................................................ 66
26. TRAINING ............................................................................................................................... 66
27 PROGRAMMING ........................................................................................................ 67
28 FACTORY ACCEPTANCE TESTING AND DELIVERY ........................................... 68
29 TESTING AND COMMISSIONING ....................................................................... 69
30 INSPECTION AND TEST PLANS ......................................................................... 70
76 BIDDER REQUIREMENTS ..................................................................................... 88
Annexure A ................................................................................................................. 90
Annexure B ................................................................................................................. 92
Annexure C ................................................................................................................. 95
Annexure D ................................................................................................................ 100
Annexure E ................................................................................................................. 101
Annexure G ................................................................................................................ 103
Annexure H ................................................................................................................. 104
Annexure J ................................................................................................................ 106
Annexure K ................................................................................................................ 107
PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED (“DBSA”)

BID NUMBER: RFP225/2022

SUPPLY, INSTALLATION AND CUSTOMISED CONFIGURATION OF A VISITOR MANAGEMENT SYSTEM THAT INCLUDES AN IT ASSET TRACKING FUNCTIONALITY THAT CAN BE INTEGRATED INTO THE EXISTING ICT SYSTEMS OF THE DBSA AS WELL AS MAINTENANCE SUPPORT FOR THE SYSTEMS AND RELATED EQUIPMENT FOR 36 MONTHS

COMPULSORY BRIEFING – PHYSICAL: 30 AUGUST 2022
BRIEFING TIME: 11H00 AM

CLOSING DATE: 13 SEPTEMBER 2022
CLOSING TIME: 23H55

The successful Bidder will be required to conclude a service level agreement with the DBSA

Bidders should ensure that Bids are submitted timeously and to the correct One Drive link provided by the SCM Official. If the Bid is late, it will not be considered for evaluation. The One Drive link provided will be valid till 23H55 on the closing date.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT, WHICH ARE SET OUT IN PART C OF THIS DOCUMENT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED).

BIDDERS THAT ARE UNINCORPORATED CONSORTIA CONSISTING OF MORE THAN ONE LEGAL ENTITY MUST SELECT A LEAD ENTITY AND FURNISH THE DETAILS OF THE LEAD ENTITY, UNLESS OTHERWISE SPECIFIED.
| NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM: |  |
| POSTAL ADDRESS: |  |
| STREET ADDRESS: |  |
| CONTACT PERSON (FULL NAME): |  |
| EMAIL ADDRESS: |  |
| TELEPHONE NUMBER: |  |
| FAX NUMBER: |  |
| BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM |  |
| BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM |  |
| BBBEE STATUS LEVEL VERIFICATION CERTIFICATE /BBBEE STATUS LEVEL SWORN AFFIDAVIT SUBMITTED? | YES | NO |
| [TICK APPLICABLE BOX] |  |
| IF YES, WHO ISSUED THE CERTIFICATE? |  |
| REGISTERED WITH THE NATIONAL TREASURY CSD | YES | NO |
| [TICK APPLICABLE BOX] |  |
| CSD REGISTRATION NUMBER |  |
| TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS |  |
| 1..1.1 | ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | ☐ Yes ☐ No [IF YES ENCLOSE PROOF] |
| 1..1.2 | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | ☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW] |
| 1..1.3 | SIGNATURE OF BIDDER | ................................................................. |
| 1..1.4 | DATE | |
| 1..1.5 | FULL NAME OF AUTHORISED REPRESENTATIVE | |
| 1..1.6 | CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.) | |
SUPPLY, INSTALLATION AND CUSTOMISED CONFIGURATION OF A VISITOR MANAGEMENT SYSTEM THAT INCLUDES AN IT ASSET TRACKING FUNCTIONALITY THAT CAN BE INTEGRATED INTO THE EXISTING ICT SYSTEMS OF THE DBSA AS WELL AS MAINTENANCE SUPPORT FOR THE SYSTEMS AND RELATED EQUIPMENT FOR 36 MONTHS

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE SUBMITTED ELECTRONICALLY (ONE DRIVE LINK) BY THE STIPULATED TIME TO THE LINK PROVIDED. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE

1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.

2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? □ YES □ NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? □ YES □ NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? □ YES □ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? □ YES □ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
PART C

CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions

- Tick in the relevant block below
- Ensure that the following documents are completed and signed where applicable:
- Use the prescribed sequence in attaching the annexes that complete the Bid Document

NB: Should all of these documents not be included, the Bidder may be disqualified on the basis of non-compliance

YES NO

Bid document (clearly marked as FOLDER 1 AND FOLDER 2): separated into
FOLDER 1 - Pre-Qualifying and functionality proposal documents, and
FOLDER 2 – Financial proposal only – Annexure A only
( Failure to comply will result in disqualification)

Part A: Invitation to Bid

Part B: Terms and Conditions of Bidding

Part C: Checklist of Compulsory Returnable Schedules and Documents

Part D: Conditions of Tendering and Undertakings by Bidders

Part E: Specifications/ Terms of Reference and Project Brief

Annexure A: Price Proposal Requirement – Folder 2

Annexure B: SBD4 Bidder’s Disclosure

Annexure C: SBD6.1 and B-BBEE status level certificate

Annexure D: SBD8: Declaration of Bidder’s Past Supply Chain Practices

Annexure E: SBD9: Certificate of Independent Bid Determination
Annexure F: Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation

Annexure G: Certified copies of latest share certificates, in case of a company.

Annexure H: (if applicable): A breakdown of how fees and work will be spread between members of the bidding consortium.

Annexure I: Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria.

Annexure J: General Condition of Contract

Annexure K: CSD Tax Compliance Status and Registration Requirements Report
PART D

CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

1. DEFINITIONS

In this Request for Proposals, unless a contrary intention is apparent:

1.1 B-BBEE means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;

1.2 B-BBEE Act means the Broad-Based Black Economic Empowerment Act, 2003;

1.3 B-BBEE status level of contributor means the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of regulation 6 and 7 of the Preferential Procurement Regulations, 2017.

1.4 Business Day means a day which is not a Saturday, Sunday or public holiday.

1.5 Bid means a written offer in the prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFP.

1.6 Bidder means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.

1.7 Companies Act means the Companies Act, 2008.

1.8 Compulsory Documents means the list of compulsory schedules and documents set out in Part B.

1.9 Closing Time means the time, specified as such under the clause 4 (Bid Timetable) in Part C, by which Tenders must be received.

1.10 DBSA means the Development Bank of Southern Africa Limited.

1.11 DFI means Development Finance Institution.

1.12 Evaluation Criteria means the criteria set out under the clause 27 (Evaluation Process) of this Part C, which includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment.

1.13 Functional Criteria means the criteria set out in clause 27 of this Part C.

1.14 Intellectual Property Rights includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
1.15 PFMA means the Public Finance Management Act, 1999.
1.17 PPPFA Regulations means the Preferential Procurement Regulations, 2017 published in terms of the PPPFA.
1.18 Pre-Qualifying Criteria means the criteria set out in clause Error! Reference source not found. of this Part C.
1.19 Price and Preferential Points Assessment means the process described in clause Error! Reference source not found. of this Part C, as prescribed by the PPPFA.
1.20 Proposed Contract means the agreement including any other terms and conditions contained in or referred to in this RFP that may be executed between the DBSA and the successful Bidder.
1.21 Request for Proposal or RFP means this document (comprising each of the parts identified under Part A, Part B, Part C and Part D) including all annexures and any other documents so designated by the DBSA.
1.22 SARS means the South African Revenue Service.
1.23 Services means the services required by the DBSA, as specified in this RFP Part D.
1.24 SLA means service level agreement.
1.25 SOE means State Owned Enterprise, as defined by the Companies’ Act.
1.26 Specification means the conditions of tender set and any specification or description of the DBSA’s requirements contained in this RFP.
1.27 State means the Republic of South Africa.
1.28 Statement of Compliance means the statement forming part of a Tender indicating the Bidders compliance with the Specification.
1.29 Tendering Process means the process commenced by the issuing of this Request for Proposals and concluding upon formal announcement by the DBSA of the selection of a successful Bidder(s) or upon the earlier termination of the process.
1.30 Website means a website administered by DBSA under its name with web address www.dbsa.org

2. INTERPRETATIONS
In this RFP, unless expressly provided otherwise a reference to:
2.1 “includes” or “including” means includes or including without limitation; and
2.2 “R” or “Rand” is a reference to the lawful currency of the Republic of South Africa.

3. TENDER TECHNICAL AND GENERAL QUERIES
Queries pertaining to this tender must be directed to:-
DBSA Supply Chain Management Unit
Email: DavidSCM@dbsa.org

No questions will be answered telephonically.

4. **BID TIMETABLE**

This timetable is provided as an indication of the timing of the tender process. It is indicative only and subject to change by the DBSA. Bidders are to provide proposals that will allow achievement of the intended commencement date.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement of tender</td>
<td>23 AUGUST 2022</td>
</tr>
<tr>
<td>RFP document available</td>
<td>23 AUGUST 2022</td>
</tr>
<tr>
<td>Physical compulsory briefing session</td>
<td>30 AUGUST 2022</td>
</tr>
<tr>
<td>Closing date for tender enquiries</td>
<td>8 SEPTEMBER 2022 by 16h00</td>
</tr>
<tr>
<td>Link requests</td>
<td>8 SEPTEMBER 2022 by 16h00</td>
</tr>
<tr>
<td>Closing date and time</td>
<td>13 SEPTEMBER 2022 @ 23H55</td>
</tr>
<tr>
<td>Intended completion of evaluation of tenders</td>
<td>TBA</td>
</tr>
<tr>
<td>Intended formal notification of successful Bidder(s)</td>
<td>TBA</td>
</tr>
<tr>
<td>Signing of Service Level Agreement</td>
<td>TBA</td>
</tr>
<tr>
<td>Effective date</td>
<td>TBA</td>
</tr>
</tbody>
</table>

5. **SUBMISSION OF TENDERS**

i. Bidders are advised to kindly issue Tender Submission Link requests and all other enquiries to DavidSCM@dbsa.org – ONLY

ii. No – Tender Submission Link requests will be accepted after 16h00 on the 8 September 2022. Any requests after the stipulated date and time will be disregarded.

iii. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.

iv. Bidders who have received submission Links that have errors, will be provided with new Links for use.
6. RULES GOVERNING THIS RFP AND THE TENDERING PROCESS

6.1 Participation in the tender process is subject to compliance with the rules contained in this RFP Part C.

6.2 All persons (whether or not a participant in this tender process) having obtained or received this RFP may only use it, and the information contained herein, in compliance with the rules contained in this RFP.

6.3 All Bidders are deemed to accept the rules contained in this RFP Part C.

6.4 The rules contained in this RFP Part C apply to:

   6.4.1 The RFP and any other information given, received or made available in connection with this RFP, and any revisions or annexure;

   6.4.2 the Tendering Process; and

   6.4.3 any communications (including any briefings, presentations, meetings and negotiations) relating to the RFP or the Tendering Process.

7. STATUS OF REQUEST FOR PROPOSAL

7.1 This RFP is an invitation for person(s) to submit a proposal(s) for the provision of the services as set out in the Specification contained in this RFP. Accordingly, this RFP must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between the DBSA and any Bidder unless and until the DBSA has executed a formal written contract with the successful Bidder.

8. ACCURACY OF REQUEST FOR PROPOSAL

8.1 Whilst all due care has been taken in connection with the preparation of this RFP, the DBSA makes no representations or warranties that the content in this RFP or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. The DBSA, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.

8.2 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA (other than minor clerical matters), the Bidder must promptly notify the DBSA in writing of such discrepancy,
ambiguity, error or inconsistency in order to afford the DBSA an opportunity to consider what corrective action is necessary (if any).

8.3 Any actual discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

9. ADDITIONS AND AMENDMENTS TO THE RFP

9.1 The DBSA reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Time. The DBSA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.

9.2 If the DBSA exercises its right to change information in terms of clause 9.1, it may seek amended Tenders from all Bidders.

10. REPRESENTATIONS

No representations made by or on behalf of the DBSA in relation to this RFP will be binding on the DBSA unless that representation is expressly incorporated into the contract ultimately entered into between the DBSA and the successful Bidder.

11. CONFIDENTIALITY

11.1 All persons (including all Bidders) obtaining or receiving this RFP and any other information in connection with this RFP or the Tendering Process must keep the contents of the RFP and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this RFP.

12. REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION

12.1 All communications relating to this RFP and the Tendering Process must be directed to the Tender Officer.

12.2 All questions or requests for further information or clarification of this RFP or any other document issued in connection with the Tendering Process must be submitted to the Tender Officer in writing, and most preferably by e-mail to DavidSCM@dbsa.org

12.3 Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).

12.4 The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.
12.5 Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA’s website without identifying the person or organisation which submitted the question.

12.6 In all other instances, the DBSA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the Tender Manager).

12.7 A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 12, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

13. UNAUTHORISED COMMUNICATIONS

13.1 Communications (including promotional or advertising activities) with staff of the DBSA or their advisors assisting with the Tendering Process are not permitted during the Tendering Process, or otherwise with the prior consent of the Tender Officer. Nothing in this clause 13 is intended to prevent communications with staff of, or advisors to, the DBSA to the extent that such communications do not relate to this RFP or the Tendering Process.

13.2 Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

14. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

14.1 Bidders may not seek or obtain the assistance of employees of the DBSA in the preparation of their tender responses.

14.2 The DBSA may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.

14.3 Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 and any other relevant legislation.

15. ANTI-COMPETITIVE CONDUCT

15.1 Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:

15.1.1 the preparation or lodgement of their Bid

15.1.2 the evaluation and clarification of their Bid; and

15.1.3 the conduct of negotiations with the DBSA.
15.2 For the purposes of this clause 15, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.

15.3 In addition to any other remedies available to it under law or contract, the DBSA may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during or before the Tendering Process.

16. COMPLAINTS ABOUT THE TENDERING PROCESS

16.1 Any complaint about the RFP or the Tendering Process must be submitted to the Supply Chain Management Unit in writing, by email, immediately upon the cause of the complaint arising or becoming known to the Bidder, (tenders@dbsa.org)

16.2 The written complaint must set out:

16.2.1 the basis for the complaint, specifying the issues involved;
16.2.2 how the subject of the complaint affects the organisation or person making the complaint;
16.2.3 any relevant background information; and
16.2.4 the outcome desired by the person or organisation making the complaint.

16.3 If the matter relates to the conduct of an employee of the DBSA, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the DBSA, and delivered to the physical address of the DBSA, as notified.

17. CONFLICT OF INTEREST

17.1 A Bidder must not, and must ensure that its officers, employees, agents and advisors do not place themselves in a position that may give rise to actual, potential or perceived conflict of interest between the interests of the DBSA and the Bidder’s interests during the Tender Process.

17.2 The Bidder is required to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFP. If the Bidder submits its Bid and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Bid, the Bidder must notify the DBSA immediately in writing of that conflict.

17.3 The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.
18. LATE BIDS

18.1 Bids must be delivered by the Closing Time. The Closing Time may be extended by the DBSA in its absolute discretion by providing written notice to Bidders.

18.2 Bids delivered after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Bid may be accepted where the Bidder can clearly demonstrate (to the satisfaction of the DBSA, in its sole discretion) that late lodgement of the Bid was caused by the DBSA; that access was denied or hindered in relation to the physical tender box; or that a major/critical incident hindered the delivery of the Bid and, in all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.

18.3 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 18.2, all Bids lodged after the Closing Time will be recorded by the DBSA and will only be opened for the purposes of identifying a business name and address of the Bidder. The DBSA will inform a Bidder whose Bid was lodged after the Closing Time of its ineligibility for consideration. The general operating practice is for the late Bid to be returned within 5 (five) working days of receipt or within 5 (five) working days after determination not to accept a late Bid.

19. BIDDER’S RESPONSIBILITIES

19.1 Bidders are responsible for:

19.1.1 examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the DBSA to Bidders in connection with this RFP;

19.1.2 fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the DBSA’s requirements for the provision of the Services;

19.1.3 ensuring that their Bids are accurate and complete;

19.1.4 making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Bid;

19.1.5 ensuring that they comply with all applicable laws in regards to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazette; and

19.1.6 submitting all Compulsory Documents.
19.2 Bidders with annual total revenue of R10 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the B-BBEE Act must submit a certificate issued by a registered, independent auditor (who or which is not the Bidder or a part of the Bidder) or an accredited verification agency.

19.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy, or a sworn affidavit thereof, substantiating their B-BBEE status. The submission of such certificates must comply with the requirements of instructions and guidelines issued by National Treasury and be in accordance with the applicable notices published by the Department of Trade and Industry in the Government Gazette.

19.4 The DBSA 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 DBSA.

19.5 Failure to provide the required information may result in disqualification of the Bidder.

20. PREPARATION OF BIDS

20.1 Bidders must ensure that:

- their Bid is submitted in the required format as stipulated in this RFP; and
- all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.

20.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.

20.3 Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.

20.4 Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Bid or be included in a general statement of the Bidders usual operating conditions.

20.5 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

21. ILLEGIBLE CONTENT, ALTERATION AND ERASURES

21.1 Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.

21.2 The DBSA may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.
21.3 The DBSA may permit a Bidder to correct an unintentional error in its Bid where that error becomes known or apparent after the Closing Time, but in no event will any correction be permitted if the DBSA reasonably considers that the correction would materially alter the substance of the Bid or effect the fairness of the Tendering Process.

22. OBLIGATION TO NOTIFY ERRORS

If, after a Bidder’s Response has been submitted, the Bidder becomes aware of an error in the Bidders Response (including an error in pricing but excluding clerical errors which would have no bearing on the evaluation of the Bid), the Bidder must promptly notify the DBSA of such error.

23. RESPONSIBILITY FOR BIDDING COSTS

23.1 The Bidders participation or involvement in any stage of the Tendering Process is at the Bidders sole risk, cost and expense. The DBSA will not be held responsible for, or pay for, any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Bid.

23.2 The DBSA is not liable to the Bidder for any costs on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Bidders participation in the Tendering Process, including without limitation, instances where:

- 23.2.1 the Bidder is not engaged to perform under any contract; or
- 23.2.2 the DBSA exercises any right under this RFP or at law.

24. DISCLOSURE OF BID CONTENTS AND BID INFORMATION

24.1 All Bids received by the DBSA will be treated as confidential. The DBSA will not disclose contents of any Bid and Bid information, except:

- 24.1.1 as required by law.
- 24.1.2 for the purpose of investigations by other government authorities having relevant jurisdiction.
- 24.1.3 to external consultants and advisors of the DBSA engaged to assist with the Tendering Process; or for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

25. USE OF BIDS

25.1 Upon submission in accordance with the requirements relating to the submission of Bids, all Bids submitted become the property of the DBSA. Bidders will retain all ownership rights in any intellectual property contained in the Bids.
25.2 Each Bidder, by submission of their Bid, is deemed to have licensed the DBSA to reproduce the whole, or any portion, of their Bid for the sole purposes of enabling the DBSA to evaluate the Bid.

26. BID ACCEPTANCE

All Bids received must remain open for acceptance for a minimum period of 120 (One hundred and Twenty) days from the Closing Time. This period may be extended by written mutual agreement between the DBSA and the Bidder.

27. EVALUATION PROCESS

27.1 The Bids will be evaluated and adjudicated as follows:

27.1.1 FIRST STAGE – RESPONSIVENESS

A. Tenderers who do not adhere to those criteria listed a PRE-QUALIFIER, will be disqualified immediately.

<table>
<thead>
<tr>
<th>Responsiveness Criteria</th>
<th>Prequalifying Criteria</th>
<th>Applicable to this Tender (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adherence in submitting Tender as two-stage folders</td>
<td>Pre-Qualifier</td>
<td>Y</td>
</tr>
<tr>
<td>Folder 1 – Pre-qualifiers and Functionality evaluations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folder 2 - Price evaluations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance register of compulsory briefing session</td>
<td>Pre-Qualifier</td>
<td>Y</td>
</tr>
<tr>
<td>In terms of the DBSA Transformation Imperative Targets, the DBSA will consider companies that are EME’s and QSE’s with a minimum B-BBEE status of Level 2 who will contribute to meaningful B-BBEE initiatives as part of the tender process</td>
<td>Pre-Qualifier</td>
<td>Y</td>
</tr>
<tr>
<td>The successful Tenderer, if not itself an EME or QSE with a minimum B-BBEE status level 2, as per Section 4(1)(a) and (b) of the PPR 2017, must subcontract a minimum of 30% of the value of the contract to the following category referred to in Section 4(1)(c) of the PPR 2017: (i). an EME or QSE which is at least 51% owned by black people.</td>
<td>Pre-Qualifier</td>
<td>Y</td>
</tr>
</tbody>
</table>
B. Tenderers who do not adhere to the indicated response time for clarifications requested by the Employer will be deemed to be non-responsive and their submissions will not be evaluated further.
<table>
<thead>
<tr>
<th>Responsiveness Criteria</th>
<th>Clarification Time</th>
<th>Applicable to this Tender (Y/N)</th>
<th>Bidder to indicate Compliance (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard conditions of tender as required.</td>
<td>1 week</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Returnable documents completed and signed.</td>
<td>1 week</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Submission of Proof of Registration with National Treasury Central Supplier Database (CSD) Summary Report or A Valid and Active Tax Compliance Status Pin issued by SARS for Tax Compliance Status Verification: N.B - Bidder must be fully registered &amp; tax compliant in order to do business with the DBSA.</td>
<td>1 week</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>A valid and active Tax Compliance Status Pin issued by SARS.</td>
<td>1 week</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>A letter of good standing with the Workman’s Compensation Fund</td>
<td>1 week</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Proof of Public Liability Insurance</td>
<td>1 week</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

Only those Bidders which satisfy all the Pre-Qualifying Criteria will be eligible to participate in the Tendering Process further. Bids which do not satisfy all the Pre-Qualifying Criteria will not be evaluated further.

27.1.2 STAGE 2– FUNCTIONAL EVALUATIONS

Functional evaluation is structured into three stage gates as follows:

- **a.** Stage gate 1(a) – Functional evaluations: a minimum score threshold of 70 or higher out of 100 (56 / 80 points) is required to be considered for demonstrations.
- **b.** Stage gate 1(b) - Demonstrations: a minimum score threshold of 70 or higher out of 100 (14 / 20 points) is required to be considered for price and preference.
- **c.** Stage gate 2: A combined overall minimum score of 70 or higher out of 100 (functional evaluation – 56 points including demonstration – 14 points) is required to progress to the Price and Preference evaluation.
### GATE 1 (a)

<table>
<thead>
<tr>
<th>SECTION</th>
<th>REQUIREMENT</th>
<th>POINTS ALLOCATION</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Company Experience</strong></td>
<td>No information provided = 0 point</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>More than three (3) relevant</td>
<td>Bidder Company Overview and One relevant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>company references for implementing the visitor management system.</td>
<td>reference for visitor management system or similar solution provided = 10 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reference information must include scope or services provided, company contact name, email and number.</td>
<td>Bidder Company Overview and Two relevant references for visitor management system or similar solution provided = 14 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bidder Company Overview and Three relevant references for visitor management system or similar solution provided = 20 points</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Implementation Plan</strong></td>
<td>Poor – implementation plan incl. Project Process and project plan provided = 0 point</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Outlines the steps the Bidder will take to deploy the visitor management system. It must include the following:</td>
<td>Average – generic implementation plan incl. Project Process and</td>
<td></td>
</tr>
<tr>
<td>SECTION</td>
<td>REQUIREMENT</td>
<td>POINTS ALLOCATION</td>
<td>WEIGHT</td>
</tr>
<tr>
<td>---------</td>
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</tr>
</tbody>
</table>
| • Provide process that will be followed to deploy the visitor management system (e.g. requirements gathering, reporting of project progress).  
• Provide Project Plan (e.g. project start date, project end date, major activities or milestones). | project plan provided (must not exceed 6 months) = 5 points  
Good – semi detailed implementation plan incl. Project Process and Project Plan provided (must not exceed 6 months) = 7 points  
Excellent - Detailed Implementation plan inclusive of Project Process and Project Plan (must not exceed 6 months) provided = 10 points |  |
| 3. **Functional Requirements** | No information provided = 0 point  
All functional requirements met (except FR03 and FR11). A detailed response must be provided highlighting how the Bidder’s solution meets the specified requirements = 10 points  
All functional requirements met (except FR11). A detailed response must be | 20 |
<table>
<thead>
<tr>
<th>SECTION</th>
<th>REQUIREMENT</th>
<th>POINTS ALLOCATION</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>provided highlighting how</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the Bidder’s solution meets</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the specified requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>= 14 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All functional requirements</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>met. A detailed response</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>must be provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>highlighting how the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bidder’s solution meets the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>specified requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>= 20 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Non-Functional Requirements</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>The solution must conform to</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>requirements specified in</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>section 4.3 and 4.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No information provided =</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All non-functional</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>requirements met (except</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NFR08). A detailed response</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>must be provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>highlighting how the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bidder’s solution meets the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>specified requirements =</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Architecture Design</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>No information provided =</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All non-functional</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>requirements met. A detailed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>response must be provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>highlighting how the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bidder’s solution meets the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>specified requirements =</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECTION</td>
<td>REQUIREMENT</td>
<td>POINTS ALLOCATION</td>
<td>WEIGHT</td>
</tr>
<tr>
<td>---------</td>
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<td>--------</td>
</tr>
<tr>
<td>Provide a list of all components that make up the visitor management system (e.g. application, database, network, reporting, security, technologies used, integration)</td>
<td>Average – Generic Visitor management system architecture diagram provided with no write up and no integration information provided = 5 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good – Semi-detailed Visitor management system architecture diagram provided with write up and high-level information on how the system will integrated with Gallagher Access Control System, CCTV and SAPS Unicode = 7 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excellent – Detailed Visitor management system architecture diagram provided with write up and detailed information on how the system will integrated with Gallagher Access Control system, CCTV and SAPS Unicode = 10 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>i. <strong>Support Strategy</strong></td>
<td>No information provided = 0 points</td>
<td>10</td>
</tr>
<tr>
<td>SECTION</td>
<td>REQUIREMENT</td>
<td>POINTS ALLOCATION</td>
<td>WEIGHT</td>
</tr>
<tr>
<td>---------</td>
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</tr>
<tr>
<td></td>
<td>Provide details of the methodology proposed to support DBSA.</td>
<td>Average – Generic Incident Management information provided. A detailed response covering all the questions asked regarding incident management must be provided = 5 points</td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td><strong>Incident Management</strong></td>
<td>Good – Semi- detailed Incident Management information provided. A detailed response covering all the questions asked regarding incident management must be provided = 7 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Must include how incidents are logged, prioritized, and resolved? How the Bidder responds and communicates major incidents? Bidder must also provide information on how support will be provided remotely, onsite, after hours and during holidays?</td>
<td>Excellent – Detailed Incident and Service Management Information provided. A detailed response covering all the questions asked regarding incident management and service management must be provided = 10 points</td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td><strong>Service Management</strong></td>
<td>Total weight = 80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Must include how service level objects will be met and measured? How the relationship with DBSA will be managed? How the Bidder will monitor and detect service uptime and downtown? What will be done to secure the solution? Which report(s) will be provided monthly to DBSA to measure service delivery?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL WEIGHT</strong></td>
<td><strong>THRESHOLD</strong></td>
<td><strong>POINTS</strong></td>
</tr>
<tr>
<td></td>
<td>80</td>
<td>70%</td>
<td>56</td>
</tr>
</tbody>
</table>
Stage gate 1 (a) – Functional evaluations: a minimum score threshold of 70 or higher out of 100 (56 / 80 points) is required to be considered for demonstrations.
GATE 1 (b)

### DEMONSTRATIONS / PRESENTATIONS

<table>
<thead>
<tr>
<th>6</th>
<th>Demonstrations / presentations</th>
<th>No demo provided or irrelevant demo = 0 points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provide a demo according to the following points:</td>
<td>Demo provided addressing all functional and non-functional requirements (except FR03, NFR08 and NFR11) = 14 points</td>
</tr>
<tr>
<td></td>
<td>1) Functional Requirements</td>
<td>Demo provided addressing all functional and non-functional requirements = 20 points</td>
</tr>
<tr>
<td></td>
<td>2) Non-Functional Requirements</td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL WEIGHT | 20 |
| THRESHOLD | 70 |
| POINTS | 14 |

Stage gate 1 (b) - Demonstrations: a minimum score threshold of 70 or higher out of 100 (14 / 20 points) is required to be considered for price and preference.

#### 27.1.3 THIRD STAGE – PRICE AND PREFERENTIAL POINTS ASSESSMENTS

27.1.3.1 The second stage of evaluation of the Bids will be in respect of price and preferential procurement only. Points will be allocated to Bidders at this stage of the evaluation in accordance with the PPPFA and the PPPFA Regulations, as follows:
Price points 80
Preferential procurement points 20

27.1.3.2 Price points

The following formula will be used to calculate the points for price:

\[ Ps = 80 \left( 1 - \frac{(Pt - Pmin)}{Pmin} \right) \]

Where:
- \( Ps \) = Points scored for comparative price of tender or offer under consideration;
- \( Pt \) = Comparative price of tender or offer under consideration; and
- \( Pmin \) = Comparative price of lowest acceptable tender or offer.

27.1.3.3 Preferential procurement points

A maximum of 20 points may be awarded in respect of preferential procurement, which points must be awarded to a tenderer for attaining their B-BBEE Status Level in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level</th>
<th>Number of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

An unincorporated trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate Bid.

27.1.4 Total

The total points scored by each Bidder will be calculated by adding the points scored for price (out of 80) to the points scored for preferential procurement (out of 20).

The successful Bidder will be the Bidder which has the highest total points (out of 100) for both price and preferential procurement (unless there is a basis for selecting a different successful Bidder in accordance with section 2(1)(f) of the PPPFA).
NB: Bidders are required to submit, as Annexure J to their Bids, any documentation which supports the responses provided in respect of the Eligibility Criteria below.

28. STATUS OF BID

28.1 Each Bid constitutes an irrevocable offer by the Bidder to the DBSA to provide the Services required and otherwise to satisfy the requirements of the Specification as set out in this RFP.

28.2 A Bid must not be conditional on:

28.2.1 the Board approval of the Bidder or any related governing body of the Bidder being obtained;

28.2.2 the Bidder conducting due diligence or any other form of enquiry or investigation;

28.2.3 the Bidder (or any other party) obtaining any regulatory approval or consent;

28.2.4 the Bidder obtaining the consent or approval of any third party; or

28.2.5 the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.

28.3 The DBSA may, in its absolute discretion, disregard any Bid that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).

28.4 The DBSA reserves the right to accept a Bid in part or in whole or to negotiate with a Bidder in accordance with the provisions of this RFP and the applicable laws and regulations.

29. CLARIFICATION OF BIDS

29.1 The DBSA may seek clarification from and enter into discussions with any or all of the Bidders in relation to their Bid. The DBSA may use the information obtained when clarification is sought or discussions are had in interpreting the Bid and evaluating the cost and risk of accepting the Bid. Failure to supply clarification to the satisfaction of the DBSA may render the Bid liable to disqualification.

29.2 The DBSA is under no obligation to seek clarification of anything in a Bid and reserves the right to disregard any clarification that the DBSA considers to be unsolicited or otherwise impermissible or irrelevant in accordance with the rules set out in this RFP.

30. DISCUSSION WITH BIDDERS

30.1 The DBSA may elect to engage in detailed discussions with any one or more Bidder(s), with a view to maximising the benefits of this RFP as measured against the evaluation criteria and in fully understanding a Bidder’s offer.
30.2 As part of the evaluation of this Bid, DBSA will invite Bidders to give a presentation to the DBSA in relation to their submissions.

30.3 The DBSA is under no obligation to undertake discussions with, and Bidders.

30.4 In addition to presentations and discussions, the DBSA may request some or all Bidders to:

30.4.1 conduct a site visit, if applicable;
30.4.2 provide references or additional information; and/or
30.4.3 make themselves available for panel interviews.

31. SUCCESSFUL BIDS

31.1 Selection as a successful Bidder does not give rise to a contract (express or implied) between the successful Bidder and the DBSA for the supply of the Services. No legal relationship will exist between the DBSA and a successful Bidder for the supply of the Services until such time as a binding contract is executed by them.

31.2 The DBSA may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Bidder.

31.3 A Bidder is bound by its Bid and all other documents forming part of the Bidder’s Response and, if selected as a successful Bidder, must enter into a contract on the basis of the Bid with or without further negotiation.

32. NO OBLIGATION TO ENTER INTO CONTRACT

32.1 The DBSA is under no obligation to appoint a successful Bidder or Bidders (as the case may be), or to enter into a contract with a successful Bidder or any other person, if it is unable to identify a Bid that complies in all relevant respects with the requirements of the DBSA, or if due to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the DBSA will be free to proceed via any alternative process.

32.2 The DBSA may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

33. BIDDER WARRANTIES

33.1 By submitting a Bid, a Bidder warrants that:

33.1.1 it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the DBSA, its officers,
employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;

33.1.2 it did not use the improper assistance of DBSA’s employees or information unlawfully obtained from them in compiling its Bid;

33.1.3 it is responsible for all costs and expenses related to the preparation and lodgement of its Bid, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;

33.1.4 it accepts and will comply with the terms set out in this RFP; and

33.1.5 it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

34. DBSA’S RIGHTS

34.1 Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:

34.1.1 cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;

34.1.2 alter the structure and/or the timing of this RFP or the Tendering Process;

34.1.3 vary or extend any time or date specified in this RFP;

34.1.4 terminate the participation of any Bidder or any other person in the Tendering Process;

34.1.5 require additional information or clarification from any Bidder or any other person;

34.1.6 provide additional information or clarification;

34.1.7 negotiate with any one or more Bidder;

34.1.8 call for new Bid;

34.1.9 reject any Bid received after the Closing Time; or

34.1.10 reject any Bid that does not comply with the requirements of this RFP.

35. GOVERNING LAWS

35.1 This RFP and the Tendering Process are governed by the laws of the Republic of South Africa.

35.2 Each Bidder must comply with all relevant laws in preparing and lodging its Bid and in taking part in the Tendering Process.

35.3 All Bids must be completed using the English language and all costing must be in South African Rand.
36. **MANDATORY QUESTIONS**

36.1 Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state "Comply/Accept" or "Do not comply/Do not accept" (with a √ or an X) regarding compliance with the requirements. Where necessary, the Bidders shall substantiate their response to a specific question.

**NOTE:** It is mandatory for Bidders to complete or answer this part fully; failure to do so result the Bid being treated as incomplete and the Bid may be disqualified.

36.1.1

This Bid is subject to the General Conditions of Contract stipulated in this RFP document.  

<table>
<thead>
<tr>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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36.1.2

The laws of the Republic of South Africa shall govern this RFP and the Bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.  

<table>
<thead>
<tr>
<th>Comply/Accept</th>
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36.1.3

The DBSA shall not be liable for any costs incurred by the Bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any Bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.

<table>
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<tr>
<th>Comply/Accept</th>
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36.1.4

The DBSA may request written clarification or further information regarding any aspect of this proposal. The Bidders must supply the requested information in writing within two working days after the request has been made, otherwise the proposal may be disqualified.

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<thead>
<tr>
<th>Comply/Accept</th>
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</table>
### 36.1.5

In the case of Consortium, Joint Venture or subcontractors, Bidders are required to provide copies of signed agreements stipulating the work split and Rand value.

<table>
<thead>
<tr>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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</thead>
</table>

### 36.1.6

In the case of Consortium, Joint Venture or subcontractors, all Bidders are required to provide mandatory documents as stipulated in Part C: Checklist of Compulsory Returnable Schedules and Documents of the Tender Document.

<table>
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<tr>
<th>Comply/Accept</th>
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### 36.1.7

The DBSA reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest Bidder or award parts of the proposal to different Bidders, or not to award the proposal at all.

<table>
<thead>
<tr>
<th>Comply/Accept</th>
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### 36.1.8

Where applicable, Bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.

<table>
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<tr>
<th>Comply/Accept</th>
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### 36.1.9

By submitting a proposal in response to this RFP, the Bidders accept the evaluation criteria as it stands.

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<tr>
<th>Comply/Accept</th>
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### 36.1.10
<table>
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<tr>
<th>Clause</th>
<th>Description</th>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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<tbody>
<tr>
<td>36.1.11</td>
<td>The DBSA reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors’ capabilities to meet the requirements specified in the RFP and supporting documents.</td>
<td>Comply/Accept</td>
<td>Do not comply/Do not accept</td>
</tr>
<tr>
<td>36.1.12</td>
<td>Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted.</td>
<td>Comply/Accept</td>
<td>Do not comply/Do not accept</td>
</tr>
<tr>
<td>36.1.13</td>
<td>The Bidder should not qualify the proposal with own conditions.</td>
<td>Comply/Accept</td>
<td>Do not comply/Do not accept</td>
</tr>
<tr>
<td></td>
<td><strong>Caution</strong>: If the Bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36.1.14</td>
<td>Delivery of and acceptance of correspondence between the DBSA and the Bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party’s postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.</td>
<td>Comply/Accept</td>
<td>Do not comply/Do not accept</td>
</tr>
<tr>
<td>36.1.15</td>
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</tbody>
</table>
Should the parties at any time before and/or after the award of the proposal and prior to, and-or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. The DBSA shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the Bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations. Such cancellation shall mean that the DBSA reserves the right to award the same proposal to next best Bidders as it deems fit.

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<th>Comply/Accept</th>
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**36.1.16**

In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.

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<th>Comply/Accept</th>
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**36.1.17**

Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by the DBSA signatory and added to this RFP as an addendum.

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<th>Comply/Accept</th>
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**36.1.18**

Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's

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right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.

<table>
<thead>
<tr>
<th>36.1.19</th>
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<tbody>
<tr>
<td><strong>Bidders who make use of subcontractors:</strong></td>
</tr>
<tr>
<td><strong>Comply/Accept</strong></td>
</tr>
<tr>
<td>1. It is the responsibility of the Bidder to select competent subcontractors that meet all the tender requirements stipulated in this tender document.</td>
</tr>
<tr>
<td>2. The Bidder shall be responsible for all due diligence of the selected subcontractors and will be held liable for any non-performance of the subcontractor.</td>
</tr>
<tr>
<td>3. Bidders are required to provide documentation (such as BBBEE Certificate/Sworn Affidavit, Valid or Active Tax Compliance Status Pin Issued by SARS, CSD Summary Report, Valid or Active CIDB Certificate etc.) for the relevant subcontractor as a minimum in support of the subcontracting arrangement.</td>
</tr>
<tr>
<td>4. Subcontracting must not contradict any Regulation or Legislation.</td>
</tr>
<tr>
<td>5. No separate contract shall be entered into between the DBSA and any such subcontractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.</td>
</tr>
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<tr>
<th>36.1.20</th>
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<tbody>
<tr>
<td><strong>All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.</strong></td>
</tr>
<tr>
<td><strong>Comply/Accept</strong></td>
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</table>
36.1.21

No interest shall be payable on accounts due to the successful Bidder in an event of a dispute arising on any stipulation in the contract.

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<th>Comply/Accept</th>
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36.1.22

Evaluation of Bids shall be performed by an evaluation panel established by the DBSA.

Bids shall be evaluated on the basis of conformance to the required specifications (functionality) as outlined in the RFP. For Bids considered for price and preference evaluation, points shall be allocated to each Bidder, on the basis that the maximum number of points that may be scored for price is 80, and the maximum number of preference points that may be claimed for B-BBEE status level of contributor (according to the PPPFA Regulations) is 20.

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36.1.23

If the successful Bidder disregards contractual specifications, this action may result in the termination of the contract.

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<th>Comply/Accept</th>
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36.1.24

The Bidders’ response to this Bid, or parts of the response, shall be included as a whole or by reference in the final contract.

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<th>Comply/Accept</th>
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36.1.25
### 36.1.26

**Should the evaluation of this Bid not be completed within the validity period of the Bid, the DBSA has discretion to extend the validity period.**

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<tr>
<th>Comply/Accept</th>
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### 36.1.27

**Upon receipt of the request to extend the validity period of the Bid, the Bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original Bid response valid under the same terms and conditions for a further period.**

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### 36.1.28

**Should the Bidder change any wording or phrase in this document, the Bid shall be evaluated as though no change has been effected and the original wording or phrasing shall be used.**

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<th>Comply/Accept</th>
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### 36.1.29

**Tax Compliance Status either on CSD National Treasury Database or SARS eFiling System as a Condition for Appointment/Award of the Bid.**

This requirement is mandatory and has to be satisfied by the successful bidder. The successful bidder must be tax compliant prior to appointment/award of the bid as no bid will be awarded to persons who are not tax compliant.

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</table>

**Company registration with CSD National Treasury Database as a Condition for Appointment/Award of the Bid.**

This requirement is mandatory and has to be satisfied by the successful bidder. The successful bidder must be registered on the CSD National Treasury site prior to appointment/award of the bid.

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</table>
The following will be grounds for disqualification:

- Unsatisfactory performance under a previous public contract in the past 5 years, provided that notice of such unsatisfactory performance has been given to the bidder; and/or
- The bidder or any of its directors have committed a corrupt or fraudulent act in competing for the appointment; and/or
- The bidder or any of its directors have been convicted of fraud or corruption in the last 5 years; and/or
- The bidder or any of its directors have been listed in the Register for Tender Defaulters under section 9 of the Prevention and Combating of Corrupt Activities Act; and/or
- Bids received after the stipulated closure time will be immediately disqualified; and/or
- Bidders whom have recently completed or currently performing, or to commence work on specific categories of services may be excluded to enable the Bank manage its concentration risk. This threshold is currently set at R10 million for consultancy services.

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<th>Comply/Accept</th>
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</table>

Signature(s) of Bidder or assignee(s)   Date

Name of signing person (in block letters)

Capacity

Are you duly authorized to sign this Bid?

Name of Bidder (in block letters)

Postal address (in block letters)
Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)
SUPPLY, INSTALLATION AND CUSTOMISED CONFIGURATION OF A VISITOR MANAGEMENT SYSTEM THAT INCLUDES AN IT ASSET TRACKING FUNCTIONALITY THAT CAN BE INTEGRATED INTO THE EXISTING ICT SYSTEMS OF THE DBSA AS WELL AS MAINTENANCE SUPPORT FOR THE SYSTEMS AND RELATED EQUIPMENT FOR 36 MONTHS

Telephone Number: ................................................. FAX number: .................................................................

Cell Number: ..........................................................

Email Address: ................................................................

Page 42 of 107
PART E

SUPPLY, INSTALLATION AND CUSTOMISED CONFIGURATION OF A VISITOR MANAGEMENT SYSTEM THAT INCLUDES AN IT ASSET TRACKING FUNCTIONALITY THAT CAN BE INTEGRATED INTO THE EXISTING ICT SYSTEMS OF THE DBSA AS WELL AS MAINTENANCE SUPPORT FOR THE SYSTEMS AND RELATED EQUIPMENT
SUPPLY, INSTALLATION AND CUSTOMISED CONFIGURATION OF A VISITOR MANAGEMENT SYSTEM THAT INCLUDES AN IT ASSET TRACKING FUNCTIONALITY THAT CAN BE INTEGRATED INTO THE EXISTING ICT SYSTEMS OF THE DBSA AS WELL AS MAINTENANCE SUPPORT FOR THE SYSTEMS AND RELATED EQUIPMENT FOR 36 MONTHS
1. PURPOSE

General Scope of Quotation

The DBSA invites interested companies to submit proposals for the following:

- Supply, installation and commissioning of a Visitor Management System that includes an IT Asset Tracking functionality.
- Customised Visitor Management and Assets Tracking Systems according to DBSA requirements.
- Integration with the Gallagher access control system.
- Technical Specification Documentation and associated Architecture Diagrams

2. CONTEXT

2.1. STRUCTURAL AND OPERATIONAL LAYOUT

2.1.1. DBSA Visitor Management.

The DBSA visitor management is implemented from a purpose-built Welcome Centre. This centre registers manages and regulates visitor and contractor access and exit to the DBSA campus.

2.1.2. DBSA Visitor Management Process

Visitor and Contractor Registration

Registration, access and egress zone authorisation profiling within the DBSA campus and its buildings are managed and obtained from a purpose-built Visitor Welcome centre located on the perimeter of the DBSA.

Two dedicated visitor management terminals are in the Welcome Centre reception area for visitor/contractor registration, access authorisation profiling and access card issuing.
Entry to the DBSA campus is regulated by:

Three visitor vehicle and passenger entry lanes are equipped with 3 electric operated boom gates. Access is regulated via appropriately profiled access cards and readers to the DBSA campus.

Exit from the DBSA campus is regulated by:

One visitor vehicle and passenger exit lane are equipped with 1 electric operated boom gate which controls egress via the visitor’s access card. These cards have to be deposited in an access card drop box before the exit boom gate will permit egress.

2.1.3. Access and Exit the DBSA Building

Access to the DBSA Building

The Welcome centre informs the DBSA Main Building reception when visitors are destined for this building.
The main reception is responsible for notifying the host to collect the visitor. Security is responsible for capturing data associated with any personal/company assets that may need to be taken into and out of the DBSA building.

Exit from the DBSA Building

Security is responsible for validating any visitor personal/company assets that need to be removed from the DBSA building.

Visitors leaving the DBSA building exit the DBSA campus via the exit lane alongside the Visitor Welcome Centre reception area.

2.1.4 Access and Exit to the Vulindlela Academy (VA)

Access to the VA Building

The Welcome centre informs the VA Building reception when visitors are destined for this building.
Security is responsible for managing personnel and private/company assets' access and egress to and from the VA building.

a. Access regulation may take the form of a joint function between clients using the VA for its auditorium/meeting/training, Innovation Hub and DBSA main building.

b. Capturing data associated with any personal/company assets that may need to be taken into and out of the VA building.

**Exit from the VA Building**

Security is responsible for validating any visitor personal/company assets that need to be removed from the VA building.

Visitors leaving the VA building exit the DBSA campus via the exit lane alongside the Visitor Welcome Centre reception area.

2.1.5 Employee Access to DBSA Campus and Building

Employee access to the campus and building is managed by a biometric/card system separately from that of visitors.

The IT Asset Tracking solution will have to be installed at the front and back entrance doors of the DBSA building and will have to be part of or be installed close to the current walkthrough security scanners.

**3. DBSA Security’s Main Goals, Objectives, and Requirements**

**The Acquisition of a Visitor Management System (VMS)**

3.1. Goal

The goal is to improve visitor management on the Campus of the DBSA and within all its buildings.

3.2. Functionality

Security is a top priority for the DBSA which extends to the manner in which it welcomes its visitors. In addition to keeping better track of who is in the DBSA buildings and the reason for their visit, the
DBSA desires to present a more security-conscious and professional image to all their visitors, contractors, consultants, partners, stakeholders and prospective employees. The VMS is one of the Bank’s brands and image levers that must project a professionally managed and very safe and secure business environment.

To this end, the VMS must provide the following primary benefits:

- Securing the employees, visitors and the buildings more robustly. Visitor management helps protect trade secrets and maintains the confidentiality of clients and employees.
- Ensure that visitors get the necessary safety information and equipment to meet the statutory safety requirements of the Banks Emergency Management processes.
- Streamlining the visitor check-in process. The VMS system must boost productivity by simplifying things and reducing visitor interruptions for everyone.
- Capturing detailed visitor information more accurately and automatically.
- Easily performing analysis and reporting on visitor data across multiple locations.
- Keeping visitor and company information confidential.
- Full integration with existing access control systems and the DBSA IT systems to create an effective one-stop protection and security system and service for the Bank.

3.3. Objectives

The main objectives of the project are to implement a visitors management system that is:

- Highly reliable and functions optimally as per the specifications required.
- Providing the functionality required to ensure the effective management of the DBSA visitors on campus, in buildings and the required reporting needs.
- Cost-effective maintenance processes and procedures.
- Scalable, Resilient and Secure Systems.
- Able to meet the requirements of DBSA ICT systems, the current access control system, integration into the Gallagher Access Control System, Time & Attendance (contractors) and Visitor Management.
4. Functional Requirements

4.1. Visitor Management System Functional Requirements

**FUNCTIONAL REQUIREMENTS**

<table>
<thead>
<tr>
<th>Req No</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Visit Types</strong></td>
<td>The visitor management system must be able to digitize the current manual process used for visitor management. The system must cater for the below visit types examples:</td>
</tr>
<tr>
<td>FR01</td>
<td>• Deliveries - food, supplies, individual packages, legal documents, tender documents.</td>
</tr>
<tr>
<td></td>
<td>• Services - Catering and cleaning.</td>
</tr>
<tr>
<td></td>
<td>• Appointments and meetings – Job interviews.</td>
</tr>
<tr>
<td></td>
<td>• Check-ins - contractors, part-time workers, interns, volunteers.</td>
</tr>
<tr>
<td></td>
<td>• Weapon management - Collecting weapons, making the weapon safe and safekeeping the weapon appropriately and returning the weapon to the correct person.</td>
</tr>
<tr>
<td><strong>Visitor Registration</strong></td>
<td>The system must allow the Bank employees and security officers to be able to book, track and manage their visitor appointments, arrivals and departures. The system must be able to classify visitors according to their type, e.g. Contractors, VIP visitors. The system must be able to capture the following visitor information:</td>
</tr>
<tr>
<td>FR02</td>
<td>• Visitor name,</td>
</tr>
<tr>
<td></td>
<td>• Visitor identity or passport number,</td>
</tr>
<tr>
<td></td>
<td>• Contact details,</td>
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<tr>
<td></td>
<td>• Company name,</td>
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<td></td>
<td>• The reason for the visit,</td>
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<td>• Vehicle registration,</td>
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<td></td>
<td>• Sign in for a group and</td>
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<td></td>
<td>• Equipment declaration including serial numbers</td>
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<tr>
<td></td>
<td>The system must be able to store the above-mentioned information in a database and store it to improve the repeat visitor process for returning visitors. The system must allow for visitor information to be processed according to data privacy laws (POPIA).</td>
</tr>
<tr>
<td></td>
<td>The system must keep the visitor’s history for all visits to the DBSA.</td>
</tr>
<tr>
<td></td>
<td>The system must be able to create a visitor register.</td>
</tr>
<tr>
<td></td>
<td>The system must allow for pre-registration of visitors.</td>
</tr>
<tr>
<td></td>
<td>The system must allow visitors to be registered on site when they arrive.</td>
</tr>
<tr>
<td></td>
<td>The system must allow for single and group registrations.</td>
</tr>
<tr>
<td><strong>Visitor Management System Channels</strong></td>
<td>The system must allow for visitors to be invited via the portal, SMS or WhatsApp.</td>
</tr>
</tbody>
</table>

Page 49 of 107
- The SMS or WhatsApp function must enable the host to enter the visitor’s ID, Passport Number, vehicle registration, company name or affiliation.
- The visitor management system portal must be able to send an email with a pin and QR code. The site instructions must also be included in the email, i.e., indemnities notifications, Occupational Health and Safety, Evacuation Procedure and a Google Map for where DBSA offices are located.

### Scanning of Driver’s License and Vehicle discs

**FR04**

- The system must allow Security Officers to scan the vehicle’s disc and driver’s license with a mobile barcode scanner at the boom gate. Alternatively, security officers must scan the driver’s license or QR code for identification & verification or type in the PIN.
- The vehicle details must include the make, model, colour and vehicle registration number.
- The bidder must supply DBSA with 2 x barcode scanners that are compatible with the visitor management system. The scanners will be used by Security Officers on duty.

### Visitor Signatures

**FR05**

- The system must allow visitors to sign the visitor register digitally via a touchscreen or mobile device located at the Visitor Welcome Centre.
- The bidder must supply DBSA with 4 x (Gadgets) touch screens that work/link to the visitor management system.

### Visitor Instructions

**FR06**

- The system must be able to display instructions to visitors.

### Visitor Photos

**FR07**

- The system must be able to take photos of visitors.

### Alerts/Notifications

**FR08**

- The system must be able to send notifications to the Host informing them when their visitor arrives.
- The system must be able to send notifications to the visitor, informing them when the host has acknowledged their presence in the DBSA offices.
- The system must be able to send e-mail notifications if the visitor has not left the premises by the captured departure time.

### Emergency Information

**FR09**

- The system must be able to assist with emergencies and evacuations.
- The system must be able to allow users to acknowledgement DBSA OHS indemnities.
- The system must be able to count and produce a report of all visitors to the campus during an emergency situation.

### Compliance with Laws and Regulations

**FR10**

- The system must enable DBSA to comply with regulatory bodies such as PSIRA and POPIA.

### Time and Attendance for Visitors and Contractors

**FR11**

- The system must be able to record visitor time in and time out whilst at DBSA.
- The system must have door wise zoning of access.
- The system must have time-wise zoning of access.
- The system must have employee / division wise zoning.
- The system must have division wise reporting.
- The system must have visitor wise reporting.
• The system must have Date wise reporting.
• The system must have Contractor attendance record capability.
• The system must have lateness record reporting capability.
• The system must have early out record capability.
• The system must be able to manage overtime.
• The entry and exit boom gates must have an emergency “to open” covered IP65 override button stations, linked to the emergency evacuation signal from the Gallagher system.

### 4.2. IT Assets Functional Requirements

#### IT Assets

<table>
<thead>
<tr>
<th>Req No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR13</td>
<td>IT Asset Tracking</td>
</tr>
<tr>
<td></td>
<td>• The solution must be able to digitally scan IT assets when employees enter and exit the Bank to reduce theft. List of IT assets includes (but not limited too) laptops, desktops, and projectors.</td>
</tr>
<tr>
<td></td>
<td>• The Bidder must propose the latest trends in scanning IT assets without necessarily taking them out of bags.</td>
</tr>
<tr>
<td></td>
<td>• The solution must be able to link the scanned IT assets to employees, i.e. indicate if an employee is permitted to exit the Bank with the asset.</td>
</tr>
<tr>
<td>FR14</td>
<td>Status</td>
</tr>
<tr>
<td></td>
<td>• The solution should display a status, notification or alarm on the screen indicating to Security personnel if an employee is allowed to leave the bank with the IT asset.</td>
</tr>
<tr>
<td></td>
<td>• The solution must display the picture of the employee and the asset information of the device they are carrying.</td>
</tr>
<tr>
<td></td>
<td>• The solution must highlight to Security personnel if an employee is in the position of an asset not belonging to them.</td>
</tr>
<tr>
<td>FR15</td>
<td>Access Cards and Turnstiles</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>•</td>
<td>The solution must work with Mifare access cards.</td>
</tr>
<tr>
<td>•</td>
<td>The solution must work with turnstiles.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>FR16</th>
<th>Authorization and Repairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>The solution must be able to accommodate IT assets that are authorized to be booked out for employees.</td>
</tr>
<tr>
<td>•</td>
<td>The solution must be able to accommodate IT assets that are booked for repairs by Service Providers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FR17</th>
<th>Entrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>The solution must be deployed across all DBSA employee entrances.</td>
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<table>
<thead>
<tr>
<th>FR18</th>
<th>Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>The solution must be able to assign assets for random inspections.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>FR19</th>
<th>Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>The solution must be monitored to proactively alert all relevant stakeholders when it is not working.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FR20</th>
<th>Integration</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>The solution must be able to integrate with the Access Control (Gallagher) and Asset Management Solution (Netrace at the moment).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FR21</th>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>The solution should provide a list of reports to provide visibility on assets that have entered and exited the Bank.</td>
</tr>
</tbody>
</table>

### 4.3. Non-functional Requirements

<table>
<thead>
<tr>
<th>NON-FUNCTIONAL REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req No</td>
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<tr>
<td>--------</td>
</tr>
<tr>
<td>NFR01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Security –the Bidder must provide DBSA with information on how the Visitor Management System is secured.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>Authorization</strong> - the solution must allow for different roles and permissions to be assigned to user accounts.</td>
</tr>
<tr>
<td>• <strong>Authentication</strong> – the solution must allow for users to be authenticated with unique usernames and passwords.</td>
</tr>
<tr>
<td>• <strong>Conformance</strong> – the solution must comply with DBSA information security policies.</td>
</tr>
<tr>
<td>• <strong>Encryption</strong> – data must be encrypted in transit and at rest.</td>
</tr>
<tr>
<td>• <strong>Audit</strong> – the solution must track and audit all user activities.</td>
</tr>
<tr>
<td>• <strong>Vulnerability Management</strong> – the solution must be able to detect inbound and outbound traffic for abnormal or malicious activities. Solution security vulnerabilities</td>
</tr>
</tbody>
</table>
must be assessed, addressed and reported to DBSA, the solution must be secured using security measures such as e.g. security patches, scanning, and ensuring versions are current.

- **Incident Management.** The solution should be able to send major security events or triggers to the service desk.

<table>
<thead>
<tr>
<th>NFR03</th>
<th>Data Privacy</th>
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</thead>
<tbody>
<tr>
<td>• The solution must comply with Data Privacy laws such as POPIA.</td>
<td></td>
</tr>
<tr>
<td>• The Data Centre where the solution is hosted must be compliant with information security standards such as ISO 27001, SOC2 or similar standards.</td>
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</table>

<table>
<thead>
<tr>
<th>NFR03</th>
<th>Accessibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The system must be accessed from one central place.</td>
<td></td>
</tr>
<tr>
<td>• The Security Officers must be able to access the system from their workstations.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>NFR04</th>
<th>Interoperability</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Visitor Management System must be able to integrate with the Gallagher Access Control system and CCTV system.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>NFR04</th>
<th>Scalability</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The system must be able to capture at least 10 000 visitors (max capacity of users).</td>
<td></td>
</tr>
<tr>
<td>• The system must be able to capture at least 50 Categories and 20 Sub-categories, i.e. different departments and/or units.</td>
<td></td>
</tr>
<tr>
<td>• The system must be able to capture at least 500 Contractor companies and 5000 contractors.</td>
<td></td>
</tr>
<tr>
<td>• The system must be able to capture at least 500 visitors per day.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NFR05</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The implemented solution must address the following performance requirements: speed, efficiency, resource usage, throughput and capacity.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NFR06</th>
<th>Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The solution must be backup daily in line with the DBSA backup policy.</td>
<td></td>
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<table>
<thead>
<tr>
<th>NFR07</th>
<th>Disaster Recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The solution must have disaster recovery enabled. Disaster recovery configuration must be tested annually and audited by an external audit firm.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>NFR08</th>
<th>Usability</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The solution must be Web-based.</td>
<td></td>
</tr>
</tbody>
</table>

| NFR09 | • The Bidder must provide infrastructure requirements for their solution to work optimally, e.g. server details (os, CPU, ram & storage), network (ports to be opened on the firewall) and database used by the solution. DBSA database standard is Microsoft SQL. |

| NFR10 | • The Bidder must provide testing strategy information, i.e. how user acceptance testing and performance testing will be conducted to ensure that the solution meets DBSA requirements. |
4.4. Solution Architecture Requirements

Solution Architecture Requirements

<table>
<thead>
<tr>
<th>Req No</th>
<th>Description</th>
</tr>
</thead>
</table>
| SAR01  | **Solution Architecture** – The Bidder must provide the solution architecture of the Visitor Management System.  
• The solution architecture must provide a list of all components that make up the solution (application, database, network, reporting, security, technologies used, integration).  
• The solution architecture must include the solution diagram and detailed write up of each component that make up the solution.  
• The solution architecture must also include information on how the Visitor Management System will be integrated with the Gallagher Access Control System.  
• The Bidder must also provide a list of supporting technologies that enable the solution to work (if applicable). |

Visitor Management System Conceptual Design

- **Capabilities Enabled by the Visitor Management System** – these are key capabilities that must be provided by the Visitor Management System.
- **Visitor Management System** – this is the visitor management system required by DBSA. The system must be able to store data in this database.
- **SAP Process Orchestrator (PO)** – this is the enterprise integration platform used by DBSA to integrate solutions.
- **Systems integrating with the Visitor Management System** – these are systems that must be integrated with the visitor management system.
5. **Scope of Works**

5.1 Supply and Installation of Hardware and Software

- Supply and installation of all the hardware and software as specified in the proposal.
- All configurations of the hardware and software to bring them to working order.
- Full documentation of all the hardware and software supplied.

5.2 Testing and Commissioning

- When all the hardware and software have been set up, there shall be thorough testing of the new environment by both the vendor and DBSA. A suitable testing and acceptance report shall be produced and signed off by all parties to allow for the official commissioning of the new server environment.

5.3 Documentation

- As-built” drawings of the system and network with diagrams of the access control terminal’s locations on completion of the project.
- User Manuals on how to operate and use the system.

5.4 Training

- The Vendor shall give hands-on orientation and training to appropriate DBSA Staff on how to look after and utilise the equipment and system.
- This may include periodic client training as well.

5.5 Service Level Agreement

The bidders must submit a suitable SLA proposal.

6. **Legislative Requirements and Directives**

The design, configuration, operation, information storage/visibility/access, data and management processes, operational methodologies and system utilisation must comply with the relevant aspects of the Statutory Acts of the Republic of South Africa including the Policies of the DBSA.

**Tenderers will state and define their system compliance and certification where applicable.**
7 Competency and Expertise Requirement of Resources

It is the responsibility of the service provider to ensure that the staff allocated to the project have the required knowledge, qualifications, and experience to undertake the work. Only resources as approved by the DBSA in accordance with the CVs submitted by the service provider will be allowed to implement the project.

- All reviews will be conducted in strict accordance with the standards specified in the scope of work.
- Hardware and Software Security Systems Integration.
- CISCO Systems and Equipment
- Database: MS SQL Server 2019 or higher
- Infrastructure: MS windows server 2019

8 Project Reporting Arrangements

To be agreed with the successful Tenderer.
9 Facilities and ICT Technical Specifications

This specification details the minimum requirements for the visitor's management system taking into consideration the current technical aspects of the DBSA Biometrics Access Control System, Digital Closed-Circuit CCTV System, Access Control Application, Security Network and Server/storage/printing Infrastructure within the DBSA ICT architecture and systems.

- The Scope of Work for this contract shall comprise the supply, installation, programming, testing, commissioning, training, documentation, final inspection, and defects liability for all the above-mentioned systems and equipment for the DBSA and shall include but not be limited to:
  
  o Supply, install, programme and commission the Visitor Management System.
  o Supply, install, programme and commission the new VMS to meet the requirements of the specifications.
  o Supply, install, programme and commission all VMS encoders to meet the requirements of this specification.
  o Integration into the existing network infrastructure to support the solution.
  o Integration into the existing server/storage infrastructure to support the solution.
  o Supply and installation of VMS access control application.
  o Supply and install all requirements of Power Supply Units (PSU) with complete key lockable metal enclosures to meet the requirements of this specification.
  o Systems programming and set-up, in accordance with current operations or as specified.
  o Training of all security officers to effectively operate the installed systems.
  o Testing and commissioning.
  o Documentation such as "As Constructed" Drawings, "As Constructed" Manuals, Training Manuals and Operator Manuals.
  o Defects warranty during the Defects Liability Period (DLP).
  o Service and Maintenance during the Defects Liability Period (DLP).
  o All cabling and fixing works, which will require access to, or modifications to the building structure or facilities shall not be carried out without prior consultation and approval of the DBSA Project Manager or the nominated Facilities representative.
  o All cables must be on the cable tray.
  o Install surge arrestor for the Distribution supply board.

- The system shall be complete in all respects and shall include all equipment, materials, fittings, fixtures, cabling, cable enclosures, support systems and work that is necessary for the proper function of each system. **Where it is evident that work required to complete**
the installation has not been included in the price, the exclusion shall be set out in
the submission. Otherwise, it shall be assumed that such work is included and shall
be supplied as a part of the contract works.

- Where any architectural works are required to provide access for installation of the system
  and/or associated services and devices, and this proves to be difficult to the extent that it
  will incur unforeseen costs, the Contractor shall request direction and be given approval by
  the DBSA Project Manager.

- As part of the works, the Contractor shall liaise with the DBSA Project Manager to determine
  the exact final location of all services to be provided as part of the installation.

10 Standard and Performance Requirements

- The design, quality control, installation and testing of the complete installation shall comply
  with the international standards and local statutory authority regulations, building and fire
  regulations as amended.

11 Performance Requirements for the end of a workday

- All conduit installation, trenching or any other works shall be fully completed and “Made
  Good”.

- To be at its original state prior work commences” and before the Contractor completes work
  for the day.

- Items not fixed to their original state prior to work commences, DBSA Project Manager must
  be advised.

- Access to the DBSA Campus will require pre-access approval by the Head of Protection
  Services. Details and copies of the IDs of contractors and workers are to be submitted with
  the request to access the campus.

12 Provision of Requirements and Information

As a minimum, submit the following items for approval and/or comment, as detailed below:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Programme / Schedule</td>
<td>Seven (7) days from the tender award</td>
</tr>
<tr>
<td>Cable Schedule/Cable Numbering</td>
<td>Two (2) weeks from the tender award</td>
</tr>
<tr>
<td>Factory Acceptance Testing Schedule</td>
<td>Two (2) weeks from the tender award</td>
</tr>
<tr>
<td>Training Programme and Training Notes</td>
<td>Four (4) weeks from the tender award</td>
</tr>
<tr>
<td>For Implementation’ Drawings</td>
<td>Six (6) weeks from the tender award</td>
</tr>
<tr>
<td>Intention to Test</td>
<td>Two (2) weeks before testing</td>
</tr>
<tr>
<td>Testing Documentation</td>
<td>Two (2) weeks before testing</td>
</tr>
<tr>
<td>Completed Commissioning Test Sheets</td>
<td>Fourteen (14) days before Performance and</td>
</tr>
<tr>
<td></td>
<td>Acceptance Testing</td>
</tr>
</tbody>
</table>
On request from the DBSA, the Project Manager provide a detailed schedule of all equipment to be installed. The schedules shall identify:

- List of each device to be installed.
- The total number of devices.
- Details of device type and manufacture to be supplied.
- Name of Installers/Sub-contractors to be used.
- Details of all types of cabling to be installed as part of the contract works.
- Block schematic cable diagrams indicating all system interconnecting cables including cable routes and cable types complete with core make-up and numbers.
- Wiring diagrams detailing system interconnections and cable/core identification.
- Drawings of equipment cabinets, system schematics and the like.
- Drawings of proposed wiring routes showing conduits, cables and access requirements.
- Shop drawings of manufactured and installed equipment.

Submit a detailed schedule of all equipment to be installed as part of these Works. The schedules shall identify:

- Project and Service.
- List of each device and item of equipment to be installed at each location.
- Quantity of devices to be installed in each location.
- Details of device type, manufacture, model and the like to be supplied.

The equipment schedule shall include a detailed block diagram for the security services installed as part of these Works, detailing the cable types and inter-connection between locations.

The equipment schedules shall be commented on and approved by the DBSA Project Manager, in writing, before the placement of orders for the appropriate equipment or any installation work being carried out.

In commenting on the equipment schedules, the DBSA Project Manager may request the submission of any device or item of equipment, whether in the equipment schedules or not, to be submitted as an equipment sample.
The equipment schedules shall be submitted in conjunction with the ‘For Implementation’ drawings.

Equipment schedules, specifications and samples shall be commented on and approved by the DBSA Project Manager, in writing, prior to the placement of orders for the appropriate equipment or any installation work being carried out.

13 Suppliers and Installers

All work shall be carried out under the direct supervision of the Contractor, who shall remain responsible for the correct installation and operation of all equipment supplied and installed as a part of the nominated Works.

The equipment shall be installed by the Contractor or by the Supplier or specialist Sub-installers as recommended by the Manufacturer and/or Supplier.

All installers must be PSIRA registered and accompanied by proof or a copy of the certificate.

14 System Integration

The VMS system shall interface, as described in this document, to provide a totally integrated security system.

15 Software Licenses

All software licenses for equipment and associated systems shall be supplied and installed as part of this Contract and shall become the property of DBSA. All fees and costs associated with any hardware or software licences shall be included in the tender sum.

16 Confidentiality

The System and related Drawings and the Technical Specification shall always be handled as confidential documents.

During the tender period, implement a process to control the issue, copy and the eventual return of all documentation issued to and by the Contractor, with the Tender response. Failure to return all documents, complete with a register of all copies issued, may result in the Tenderer’s Submission being deemed to be non-conforming.

During the construction period, drawings may be copied for distribution and use on the project. However, all copies shall be registered, and drawings stamped.

The Contractor shall be able to account for drawings issued to all third parties.

17 Design Responsibility

The entire installation including all equipment proposed for the supply and installation of the integrated security system, including all devices installed by others requiring connection to the
security systems provided as part of this contract, shall be capable of meeting the technical and performance requirements of this specification and contract drawings.

The works shall be carried out in cognisance that in most cases these facilities are public environments and all services provided shall be fit for their intended use. Any defects, or incompatibilities, shall be reported to Head: Properties and Facilities before any rectification works. Each system and item of equipment for each system installed as a part of this project shall be complimentary in performance and duty and shall interface with each other to operate most efficiently. This shall include the interface between the various systems, as well as all interfaces to the DBSA network, to be installed as part of this contract.

The Contractor shall ensure that the design and the operation of all equipment and the performance of all systems comply with the system of operations as further specified herein.

All system and equipment selections are made by the DBSA Project Manager together with full design drawings, cable schedules and the like, in the form of "shop drawings", prior to the purchasing of equipment and/or commencement of any installation works.

If any system installed as a part of this installation or individual item of equipment is found to be inadequate to maintain the specified performance or operates in an unsatisfactory or non-compliant manner, then DBSA Project Manager may direct that the fault be rectified, or the equipment replaced.

Ensure that all systems installed as a part of this contract operate in accordance with the true intent and meaning of this specification and the contract drawings.

18 CO-ORDINATION

Co-ordination of all works shall include but not be limited to:

- Ensure all interfaces are provided and operate as required by DBSA.
- Ensure all protocols are provided and operational aspects and functions are clearly discussed and understood.
- Determine the final location of services provided as part of the Security Services installation.
- Ensure the security installation works are completed in accordance with the works program.
- Determine the location of devices to align with wall and ceiling mounted equipment while maintaining the required coverage of the device.
- Contractor access into buildings to be pre-approved and arranged by DBSA.
- Ensure the intent of this Specification and the DBSA requirements are met.
19  DBSA ICT Unit

The Unit shall be fully responsible for the following upon completion of the installation:

- Local Area Network (LAN) and all associated network switches
- Allocation of IP addresses
- Access control application
- All databases
- Maintenance of all software licenses post-implementation

20  UNIT SECURE INSTALLATION

The DBSA is a standard commercial/public building, and all security systems and equipment should accordingly be installed. All equipment, materials, installation methods and workmanship shall be selected, designed, and installed in a manner, which is cognisant of the environment and purpose intended.

This shall include, but not be limited to:

- Material and equipment selection shall be suitable for a commercial/public facility.
- All fixings required shall be tamper-proof type and uniform throughout the installations.
- Consideration shall be given to heavy traffic areas and the repeated use of many devices when selecting locks, hinges and the like, which will need to be designed for such heavy-duty wear and tear.
- All fixing methods, manner of installation, workmanship and the like for equipment and devices shall be suitable for use in a general commercial/public facility.
- Wherever possible, devices shall be flush mounted, and all services securely concealed.
- All devices however shall remain serviceable without the need to damage infrastructure, finishes and the like. Wherever possible, service access shall be provided by others or as part of this contract.

Any equipment installed within these facilities which are considered by the Facilities: maintenance Specialist to be unfit for use in a general environment shall be replaced when requested by the DBSA Project Manager.

21  DOCUMENTS, DRAWINGS AND CONTROL

Where the copies of the documents in addition to the entitlement under the Project are requested, such additional copies of Documents will be available at the charge current at the time of the request.

The installation drawings and the specification shall be handled as Controlled Documents.

During the tender and construction period, a process shall be implemented to control the issue, copying and destruction of documentation issued.

Provide details of the proposed method by which all documentation (soft and hard copy) shall be protected and/or reproduced, to the satisfaction of the DBSA Project Manager.
Destruction of all documentation shall be logged and destroyed in an approved manner to the satisfaction of the DBSA Project Manager.

### 22 DOCUMENTATION

- Prior to final inspection and testing, one (1) copy of all ‘As Constructed’ documentation and a CD with the electronic format documents and drawings shall be submitted to the DBSA Project Manager for approval in hard and soft copies.
- Prior to being granted Practical Completion, the documentation, including electronic format CD, shall be provided to the DBSA Project Manager, prior to delivery to DBSA.
- Manuals shall be compiled using the Microsoft Office word processing package or other approved package and supplied in the nominated format medium as well as in hard copy unless otherwise specified.
- All drawings shall be compiled in a nominated drawing format and supplied on the nominated format medium as well as in hard copy.
- Manuals shall be arranged with a table of contents and index to provide a logical referencing system.
- On receipt of written approval, final issues of the manuals shall be produced on good quality high white 100 g/m² paper.
- Two (2) sets, or as required in the Main Contract, of “As Constructed” documentation are neatly bound and indexed and the electronic format CD shall be delivered as part of this project, once approval of the draft copy is provided.
- The text shall be in English and as specified in the Main Contract.
- Manual covers shall be hard bound with an A4 three (3) ring loose-leaf file.
- The Contract and equipment details shall be embossed on the front cover and the spine.
- Colours of covers and embossing shall be confirmed with the DBSA Project Manager.
- Numbered-ridged dividers shall be provided between each section of the manuals.
- Standard equipment manuals for equipment installed as part of this contract shall be provided where available.
- The manufacturer or supplier provided standard equipment manuals shall not replace the installed system specific manuals, which shall fully describe the actual systems, “As Installed”.
- The drawings shall be approved by the DBSA Project Manager prior to the issue of draft copies for review.
- All drawings shall comply with the relevant Local and International Standards and shall be provided in a reproducible format.
- Drawings shall be provided in accordance with Clause 3.13.7 As Constructed Drawings.
- The drawings shall be produced in the A1 format for Builder’s requirements and an A3 format for DBSA. (Refer to the drawing requirements.)
23 DRAWINGS

The following shall apply:

- The locations shown on drawings for devices, equipment panels, termination panels, and the like, are indicative and final locations shall be determined on-site to comply with site requirements, building structures, features, and other services.
- Where dimensions are shown on Drawings, check all pertinent dimensions and conditions on or about the site before the commencement of work.
- On a set of drawing prints, provided at the commencement of the construction stage, indicate any variations to devise locations, termination panel location and layout, major cable and cable enclosure routes, any other system points, underground conduits, draw in pits and the like.
- The drawing prints shall always be with the Contractor and amended daily and available for inspection by the DBSA Project Manager. Add information permanently and legibly using identical symbols to those on the drawings.

24 SHOP DRAWINGS AND DOCUMENTATION

Provide shop drawings of all equipment to be manufactured as part of the works. This shall include:

- Fibre Optic Termination Panel (FOTP) and Patch Panel layouts and elevations for all Security Services.
- Building equipment cubicles.
- Locking device details.
- Cut-outs in doorframe and details for all devices.
- All details or devices as shown on the Security Services Drawings.
- Other equipment is required by the Facilities Unit.

Shop drawings shall be submitted prior to the purchase or manufacture commencing, with enough time to allow ten (10) working days for comment to be returned.

All shop drawings shall be legible and accurate, drawn by a competent draftsperson in accordance with relevant drawing standards. Select drawing scales to afford clarity. Typically, for termination panels and the like, use scales not less than 1:10 for assemblies and 1:5 for details.

Drawings shall be signed and dated by the Contractor and approved by the DBSA Project Manager.

The documentation as a minimum shall include the following sections:

- Title Sheet (format to be advised).
- Index of a complete set of documents.
• Index of each volume
• General System Overview. This is a one-page, non-technical description of the actual works. All technical terms and jargon shall be fully explained.
• General Description of System Operation including each sub-system. This is a non-technical description of the installed system, how the equipment operates and user functionality.
• Detailed System Implementation Documentation and block diagram.
• The full user operating instructions in the form of Training Notes, for each system including detailed procedures for:
  o start up each system.
  o shut down of the various systems, (under normal and emergency conditions);
  o general system changes, (Card details, Door Schedules, overrides and
    o override procedures.
• Recovery procedures and the like.
• All suppliers and manufacturers Operational Manuals.
• Full maintenance manuals and trouble-shooting instructions for each system.
• Manufacturers’ Data and Information.
• ‘As Constructed’ drawings, folded and bound in a plastic sleeve (one drawing per sleeve). Electronic copies in the format required by DBSA.
• All “Shop Drawings” of equipment installed as part of this contract.
• Schematic Diagrams for each system “As Constructed”.
• A complete set of test data results for each system/zone as requested in the commissioning test criteria sheets.
• Cable and Termination Schedules for all systems and enclosures in the ITP format as nominated.
• Completed programming sheets for each installed system, including all system and hardware logins, passwords and access codes as may apply.
• Manufacturers’ Warranties.
**25 AS CONSTRUCTED DRAWINGS**

Legible and accurate “As Constructed” drawings, drawn by a competent draftsperson in accordance with relevant drawing standards, shall be provided as a pre-requisite to the granting of practical completion.

Select drawing scales to afford clarity. Typically, for termination panels and the like, use scales not less than 1:10 for assemblies and 1:5 for details.

Drawings shall be signed and dated by the Contractor and approved by the DBSA Project Manager.

The drawings shall be counter signed and dated to confirm that they have been review and approved, for issue.

As Constructed drawings shall:

- Show all works/variations completed during the currency of the Contract.
- Show details of all types of cabling installed as part of the contract works.
- Show block schematic cable diagrams indicating all system interconnecting cables including cable routes and cable types complete with core make up and numbers.
- Show detailed floor plans indicating cable routes and designated circuit identification.
- Show wiring diagram detailing system interconnections and cable/core identification.
- Be suitable for high quality reproduction.
- Be free of copyright conditions and the like that may constrain the DBSA Project Manager from using, copying or referring to them.
- Be prepared by a qualified CAD operator.
- Be provided in AutoCAD 2006 or higher on CD ROM.

One (1) copy of all As Constructed drawings shall be provided for approval.

Once written acceptance of the As Constructed drawings is provided by the DBSA Project Manager, provide:

- One (1) paper copy of all drawings in DBSA A3 format; and
- Two (2) copies in nominated software format.

**26 TRAINING**

Administration training shall include all operator’s training as well as all administrative functions including but not limited to the following topics:

- Setting up user accounts and passwords
- Allocating user privileges
- Basic fault finding and troubleshooting
- Determining network faults versus system faults

Provide on-site training to nominated DBSA staff. Training shall be comprehensive, “hands-on”, covering all aspects of operations using all equipment, as installed in accordance with this document.

Submit a detailed training program no less than four (4) weeks after award of the contract for review by DBSA and a final training program four (4) weeks prior to the commencement of
training. Allow to fully train six (6) groups of up to three (3) staff and provide all training aids and notes. Training shall be undertaken on a “live” working system.

Each group should receive as a minimum a four (4) hour formal training session on the installed equipment to familiarise themselves with all operations.

The Contractor shall at the completion of all training issue Accreditation Certificates to all staff/contractors confirming their attendance and completion of all training and the ability to use all system-based equipment to the satisfaction of the Security and DBSA.

The training facilitator shall have a comprehensive knowledge of operating systems, system software, equipment hardware and the like and have proven successful training experience.

All training aids and notes necessary to provide effective training to the staff shall be supplied to and remain the property of DBSA.

Training shall occur at the Contractor's premises and/or at a venue arranged by DBSA on site.

Prior to final acceptance of the installation by the Head: Properties & Facilities, comprehensive training on the installed system for both operational and administrative staff shall be completed.

At the completion of the training, all system users shall have a comprehensive knowledge of operating systems, system software, equipment hardware and the like allowing them to operate the system to the level of their password access.

Four (4) weeks prior to the commencement of training, submit a final outline of the training schedule clearly stating the duration of the proposed training sessions, the number of persons to participate in each session and the detailed outline of items to be addressed in the training of each system.

Provide hourly rates apply for further training sessions beyond that offered in the Schedule of Unit Rates.

27 PROGRAMMING

The Contractor shall carry out programming of all systems supplied under this Contract (i.e. or interfaced to), including initial setup and data entry in accordance with the requirements of each area/zone, local/remote operation or network interface to other systems.

The Contractor shall provide and assist DBSA with all configuration Pro-forma sheets that shall be made available from the Contractor two (2) weeks prior to final commissioning to allow for cross-checking of information by DBSA and final programming by the Contractor.

The programming shall include, but not be limited to:

- Parameter setup for all Security Services systems, equipment, interfaces and integrations components.
- Setup of required reports generation and the like necessary for each system to operate, log and report correctly.
- Device identification tailored to DBSA’s preferred nomenclature.
- Graphical mapping, icon placement and identification.
• Any work necessary for each system to fully integrate with other nominated systems, operate as specified, log and report correctly.

### 28 FACTORY ACCEPTANCE TESTING AND DELIVERY

The Factory Acceptance Test (FAT) shall be undertaken at the Contractors' workshop prior to installation on site.

The system of operation shall be reviewed to demonstrate compliance with the technical requirements of this specification and the interface between systems. Enough devices must be connected to the systems for factory tests to satisfactorily demonstrate technical compliance. As a minimum the following components shall be included within the Factory Acceptance Testing:

- VMS workstation and all associated display monitors
- All graphical maps required under this Contract
- VMS Camera power supplies

Before Factory Acceptance Testing submit the proposed Factory Acceptance Testing report for review by the Facilities & Security. The proposed report shall be returned with corrections as required. The report shall show all test results, performance test data and all other information relating to essential requirements of the Specification.

Prior to Factory Acceptance Testing the systems shall be pre-assembled, pre-programmed and adjusted for optimum performance to provide a good overview of the operation of the systems.

In carrying out the factory tests:

- Check that all equipment is fully operational, as previously tested and confirmed by the Contractor.
- Demonstrate to the Facilities & Security the correct operation of all system functions.
- Provide a comprehensive Factory Acceptance Test report outlining all test results, performance test data and all other information relating to essential requirements of the Specification and/or deemed necessary by the Facilities & Security.
- Make any minor adjustments/changes as necessary as approved by the Facilities.

Any equipment, which fails to operate correctly, shall be replaced and the Facilities will be provided with a report on the failure and the rectification that will occur.

Delivery of items to the site shall be in accordance with the installation schedule/program as approved by the DBSA Project Manager.
GENERAL

The following testing shall be undertaken as part of this contract:

- Commissioning testing of the entire installation.
- Performance and Acceptance testing of the installation.

Each phase of testing shall be documented and all test sheets for all commissioned items shall be provided to the DBSA Project Manager.

The systems Inspection and Test documents shall include Quality Assurance and Control procedures.

A written notice of intention to test shall be provided not less than twenty-one (21) working days prior to the carrying out of such tests.

Before any testing, submit the proposed Inspection and Test Plan (ITP) for review by the DBSA Project Manager, Security and IT personnel. The ITPs shall show all test results, performance test data and all other information relating to essential requirements of the Specification. All ITPs shall provide comments and sign off lines.

Testing and Commissioning shall include the installation and operation of all equipment installed as a part of this contract.

Provide all test equipment, associated ancillaries, personnel, and the like to fully test and commission the installed equipment to the satisfaction of the Facilities: Maintenance Specialist.

In carrying out the commissioning tests:

- Check all equipment is fully operational.
- Demonstrate to the DBSA Project Manager the correct operation of all system functions.
- Provide a comprehensive final ITP report outlining all test results, performance test data on all cables, and any other information deemed necessary by the DBSA Project Manager.
- Testing and Commissioning reports that will be submitted to form part of the project documentation following the completion of the works.

Any equipment, which fails to operate correctly, or is found installed incorrectly shall be rectified or replaced immediately.

The total integrated system shall operate without any failure or disruption to the operation of
the system for a period of one (1) week. The installation and equipment shall only be accepted after satisfactory completion of commissioning and a one (1) week fault free period. If any test is unsuccessful or the system fails to operate fault free for the one (1) week period, the equipment shall be replaced as appropriate and subject to a new one (1) week test. Such delays shall not affect the overall works program or contract cost.

30 INSPECTION AND TEST PLANS

The ITP shall define the process required to test each point, its alarm response and interface to other systems and its return to normal status. This shall include correct nomenclature, point identification, system logging and the like.

The ITP shall show general, process, inspection and acceptance details including but not limited to:

- Provide a unique number for each Plan, description, title, page number – of - and ITP process.
- Provide supplier’s company name.
- Provide installer’s company name.
- Provide revision status and date of ITP.
- Provide the customer’s name, contract number, and contract description/title.
- Identify the process step by a unique number.
- Identify the device audits individual devices number.
- Include the manufactures details, part no, serial no, etc.
- Define the system to which the device is connected.
- Define the normal status of each device and system.
- Define the test procedure, inspection and test points.
- Define the correct system response and related Specification point.
- Define other required system responses, acceptance criteria and identifying characteristics.
- Define checks required to confirm correct response.
- Define the return to normal status.
- States the checks required of the system to confirm the return to normal status
- Details of the person responsible for inspection/test on each ITP sheet.
- Identify reference documents for all tests.
- ITP authorisation signature and date.
- Provision for acceptance signatures.
- Provision for verification signatures.

A typical ITP shall be prepared for each system and device type. The ITP shall be completed for each device when the commissioning and testing are carried out.

The ITP shall be completed and signed off on a complete operating system and provided to the DBSA Project Manager prior to the final inspection for Practical Completion.
31 EQUIPMENT FAILURES AND PROGRAMMING DURING INSTALLATION AND COMMISSIONING

All equipment failures shall be documented and recorded by the Contractor in a Failure Summary Report. The Failure Summary Report shall, as a minimum detail:

- Date of failure;
- Parent equipment name;
- Details of failure;
- Remedial action is taken, and
- Number of occurrences of failure.

During the conduct of commissioning the Contractor shall:

- Including all other items in this Specification, confirm that all equipment is fully operational.
- Allow for programming changes and camera view adjustments as a result of testing during commissioning and final inspection by the DBSA Project Manager.
- Rectify or replace any equipment that fails to operate correctly, or is considered by the DBSA Project Manager, to be installed incorrectly.
- Provide all passwords required and/or programmed as part of these works to the DBSA Project Manager.

32 PRACTICAL COMPLETION

Practical completion shall only be granted after:

- A physical inspection of the works and functional testing are completed.
- Testing and commissioning of all installed equipment are completed, and commissioning sheets are signed off by the DBSA Project Manager.
- DBSA Project Manager is satisfied that the system is operating in the correct and specified manner.
- All nominated staff is trained to a demonstrable level of competency, where the staff may carry out their required functions when requested by the DBSA Project Manager.
- DBSA has accepted all systems and confirmed that all training has been provided to staff.
- All information is provided to the DBSA Project Manager for final approval. This includes all documentation as specified in this Contract.
- All systems equipment has been proven to operate faultlessly for a total period of one (1) week following the successful commissioning of the complete system.
- All Drawings and Documentation required under this contract and approved by the...
DBSA Project Manager are provided in hard and soft copies to DBSA.

If all the above criteria are met, Practical Completion shall be granted.

Failure of the system during the one (1) week test will incur a further two (2) weeks of testing after the faulty part is repaired and commissioned until the complete system operates faultlessly for one (1) continuous week.

### 33 DEFECTS LIABILITY

A warranty for all equipment, materials, works and the like shall be provided for a Defects Liability Period of fifty-two (52) weeks. The Defects Liability Period shall only commence from the date when Practical Completion is granted in writing by the Facilities: Maintenance Specialist.

During the Defects Liability Period attend on-site within four (4) hours of notification of a failure of the equipment and associated systems installation. This call out requirement shall apply on a 24-hour day, 7-day week basis.

All works implemented as a part of this contract that proves to be faulty from workmanship or materials shall be, without additional charge, ‘fully maintained and serviced’ during the defect’s liability period.

‘Fully maintained and serviced’ shall include:

- Repair all equipment, materials and works which prove faulty within the nominated period.
- Replacement of all faulty equipment, and materials and work with equipment within the nominated repair time to ensure no loss of service.
- Quarterly maintenance inspections of the system to test and verify the continued operation of the whole system in accordance with the performance parameters specified by the equipment manufacturer. Where any variances to the system performance have been identified since the granting of practical completion, such variances shall be rectified by the contractor at the contractor’s expense.

All works carried out during each visit shall be recorded and copies of all records forwarded to DBSA within seven (7) days of conducting the visit. DBSA’s defined security procedures for access to and during site attendance over the defect liability period shall always be followed.

DBSA reserves the right, on failure to perform such corrective works, to engage others to finish such work without further notice the costs of such works shall be deemed a debt to the Contractor.

### 34 GENERAL REQUIREMENTS

#### a) STANDARDS AND STATUTORY REQUIREMENTS

The design, quality control, installation and testing of the complete installation shall comply
with the international standards and local statutory authority regulations, building and fire regulations as amended.

b) STATUTORY REGULATIONS
The installation shall comply with, and all equipment shall have a certificate of compliance to the relevant standards, statutory authority and/or regulations.

c) SPECIAL ENVIRONMENT CONDITIONS
The installation shall comply with the requirements in the appropriate areas for Special Environment Conditions.

Ensure all special environmental conditions are met with appropriate product and work practices. Where required have a certificate of compliance to the relevant standard, and/or statutory authority and/or regulations.

35 CONFLICT BETWEEN DOCUMENTS
Where any conflict is noted between the requirements of the Contract, specified standards or statutory regulations the Facilities: Maintenance Specialist shall be notified, in writing, detailing the nature of the conflict.

36 OPERATIONAL ENVIRONMENTS
All equipment supplied shall be suitable for continuous operation at an ambient temperature of between -15 and 50 degrees Centigrade and 0 to 95% non-condensing humidity.

37 ELECTROMAGNETIC COMPATIBILITY REQUIREMENTS
The total integrated system shall be such that it does not cause any interference, nor shall it be affected by electromagnetic transmissions.

In the event of the inherent characteristics of equipment being such that interference is possible, such equipment shall be provided with effective interference suppression devices and techniques to eliminate the interference.

Ensure that all equipment supplied and installed under this Contract does not interfere with the reliable operation of other systems connected to the common power supply or located within the project environment or adjacent buildings.

Upon request from the Facilities: Maintenance Specialist, demonstrate any possible cause of noise generated within the project environment that may affect the reliability of any equipment supplied under this Contract through simulation or any other method necessary to identify the interference. Possible measures to eliminate any identified interference shall be discussed and confirmed with the Facilities: Maintenance Specialist.

38 GROUNDING OF EQUIPMENT AND CABLING
All installed equipment and cables must be properly earthed as per specified standards or statutory regulations applicable.
39 VERMIN AND INSECTS

All enclosures, cabinets, ducting, housing and conduits shall be sealed or otherwise protected to prevent the entry of vermin or other insects which could damage the equipment, cabling or degrade the performance of the installed system.

39 FABRICATED EQUIPMENT

Fabricated equipment shall be of robust, symmetrical, and unwrapped construction.

Metalwork shall be neatly and accurately cut and free from undulations or any other distortions. Form bends and folds in sheet metalwork with a suitable bending machine.

Neatly execute welding with the finished weld ground or filed smooth, seamless and level with the surrounding surface.

All fabricated metal work shall be painted. The colour of the paint finish shall be as directed by the Facilities: Maintenance Specialist.

40 ENGRAVING / LABELING

For engraving/labelling, use machine engraving/labelling with upper case letters, unless otherwise specified.

All engraving/labelling shall be uniform throughout the site.

All panels and equipment shall have engraved/printed labels permanently fitted. Obtain prior approval from the Facilities: Maintenance Specialist with respect to letter heights, colours and nomenclature.

All equipment within cubicles, panels, racks and the like shall have engraved/printed labels fitted. All engraving/labelling throughout the installation shall be uniform in:

- Material.
- Lettering style.
- Line thickness.
- Fill colours.
- General layout.
- Fixing method

41 SAMPLES/MOCK-UPS OF PROPOSED SYSTEMS EQUIPMENT UPON AWARD

As part of the Factory Acceptance Testing, demonstrate the systems to DBSA, to qualify their full compliance with the specification about their system status of development.

Arrange as required by the Facilities: Maintenance Specialist and DBSA, system demonstrations and mock-ups for evaluation by the Facilities: Maintenance Specialist and DBSA IT representative.

A final full "Mock-up Test" using the specified equipment on the DBSA cable LAN to confirm the suitability of all system components and operations proposed for the Works shall also occur as the Final Factory Acceptance Test prior to delivery of the systems.
42 EQUIPMENT LOCATIONS

Refer to the Drawings for all equipment locations.

43 ‘AS NEW’ CONDITION ON COMPLETION

Proper care shall be taken to protect all apparatus, materials and equipment stored or installed on-site. Any fitting, accessory, cabling, materials or item of equipment that form part of the work shall not be used for any purpose other than approved testing.

The works including all materials and equipment shall be handed over at the date of practical completion in ‘as new’ condition. Should the Facilities: Maintenance Specialist consider any components including wiring to be unsuitable, they shall be removed and replaced at no cost to the Contract.

44 MAINTAINING THE STATUS QUO

When the execution of the works causes damage, repair such damage with materials compatible with the surrounding material and finish off flush with the surface on which they occur.

This shall include but not be limited to the re-establishment or making clean of all ceiling panels, wall finishes, bitumen roadways, paths, lawns, irrigation pipe work, sprinklers and other areas necessary to be re-established which are damaged in the course of this Contract.

46 UNIFORMITY OF EQUIPMENT

Maintain uniformity of equipment, installed as a part of this contract, with DBSA’s systems or equipment as noted in this document. Coordinate the supply of uniform equipment from the various suppliers.

47 SPARE CAPACITY

Equipment enclosures providing battery backup and Power Supply Units shall have a minimum future installed spare capacity to accommodate the full population of the installed hardware.

48 PENETRATIONS

FIRE RATING OF PENETRATIONS

Penetrations through fire-rated building elements shall be sealed with an approved fire-rated material/method after the installation of services. Under this contract employ an approved installer utilising approved methods and materials to carry out such works to fireproof the penetrations. The proposed installer, methods and materials shall be submitted for approval to the Facilities: Maintenance Specialist.

PENETRATIONS

All unused or partially used penetrations shall be made good to the satisfaction of DBSA. This shall include all flushing and the trimming of openings.

CEILING CUT-OUTS

All ceiling cut-outs required for conduit penetration to surface-mounted equipment and the flush mounting of equipment shall be provided as part of these works. Equipment shall not be secured to the ceiling grid. All heavy items of equipment shall be fixed to the slab so that no
weight or stress is placed on the Ceiling grid.

49 EQUIPMENT REQUIREMENTS

All equipment supplied and installed as part of this contract shall comply with the appropriate standard and the following requirements.

All equipment unless otherwise stated shall be 19" rack mountable, modular in design and allow expansion of equipment without redundancy of installed equipment.

Cooling shall be by natural ventilation in cubicles and by forced ventilation in equipment racks.

All switching contacts shall be rated by the component manufacturer for 100,000 operations at the installed current rating and operating current (i.e. AC or DC).

Relay coils shall be suitable for operation from their respective supply voltage +20%, -25% in the battery-powered equipment and +15% in mains only powered equipment.

A frequency of 1000 Hz shall be used for test and reference purposes in audio circuits. Cabling shall be protected against damage by current overloads.

Cable liable to bending during service or maintenance shall be of a flexible multi-core type. Plugs and sockets shall be labelled with the circuit they are connected to.

Cabling within equipment shall be neatly laced and tied and supported on metal brackets as necessary.

Interconnections between the equipment and internal modules shall be via plug socket connections, wherever possible.

All indication lamps shall be LED.

50 FITTINGS AND ACCESSORIES 10.23.1

GENERAL

Device heights and types of devices are provided within this Specification. Notify the Facilities: Maintenance Specialist in writing of any conflict found between sections of the documents.

Inspect and become familiar with the drawings, floor plans, wall construction and facing to ensure adequate fixing, access and installation space for ceiling and wall mounted outlets and equipment. All fittings shall be new and of type/make as specified elsewhere. All fittings shall be installed flush unless otherwise specified. In all external areas, face plates and fixtures shall have mastic or silicon type sealant installed between the face plate and the wall and be fixed using tamper proof screws. Wherever possible wall and ceiling structures should be reinforced during construction to allow standard fixing arrangements to be used to mount equipment securely.

Submit for approval a detailed schedule listing all secure fixings to be used.

51 POSITIONING AND RELATIONSHIP OF ACCESSORIES

Ensure that the positioning and relationship of all accessories are rationalised as further specified. All equipment in adjacent areas shall be aligned horizontally and/or vertically.

Where devices and equipment are shown on drawings as being adjacent, but at different heights, if they are located within one metre of each other, they shall, unless specifically necessary for pendant type connections, be aligned vertically one above the other.
Due care and consideration shall be given to outlets from other trades, (e.g. mechanical services connections and the like), so that if they are installed and coordinated at the same heights, they are aligned vertically one above the other. Special care shall be given to ensure that common sizing, colour and brands are utilised for accessories.

Where outlets are installed in brickwork and/or tile coursing, care and consideration shall be given to the orientation of the fittings within the tile coursing, so that they line up with the tile jointing, preferably with outlets located on the junctions of four tiles.

Where fittings are mounted within brickwork, care shall be taken that the wall boxes are aligned centrally on/or between mortar joints and that where possible flush plates and/or fittings are of standard brick dimensions.

Compliance with the South African Building Codes and regulations shall take precedence over all details provided on drawings or within the specification.

Generally, the position of outlets is available off drawing elevations but where they are not shown, the exact position shall be approved by the Facilities: Maintenance Specialist.

If any confusion has arisen as to the exact position of any equipment, clarification shall be sought from the Maintenance Specialist as to the exact positions of these items. Heights of the equipment shown or specified are indicative only and heights shall be adjusted throughout the works to approved levels to align with joints, adjacent outlets and fixed furniture items.

52 LOCATION AND FIXING OF EQUIPMENT

Rigidly fix equipment neatly and symmetrically to rigid supports. All exposed fixings shall utilise a tamper-proof head or permanent fixing. Ensure fixings are in accordance with engineering practice and suitable for the purpose intended. Heights shown on drawings or specified are the heights from finished floor level to the centre of the equipment, unless stated otherwise.

The locations shown on the drawings for all fittings and accessories are approximate only and final locations shall be determined on-site to comply with site requirements and shall be approved by the Facilities: Maintenance Specialist. The precise location of all equipment shall be ascertained prior to commencing the installation works.

53 EQUIPMENT ENCLOSURES/PANELS 10.25.1

GENERAL

All panels, racks and cubicles shall be complete with dust seals on doors.

In general, all enclosures shall meet with Ingress Protection category IP66 standards and be located as indicated on the drawings or to the satisfaction of the Facilities: Maintenance Specialist. Externally located enclosures shall comply with the above and be constructed from 5152/H34 or an equivalent minimum of 2.5 mm thick marine-grade aluminium with powder-coated finish. External enclosures shall be IP66 rated. Where necessary, panels, racks and cubicles shall be supplied with rear mounting plates and top entry cable gland plates to facilitate top entry of cables from over-head cable trays, cable ducts or conduits.

Holes provided for cable access shall be suitably flanged and sealed to prevent moisture ingress and provide protection for cables. Panels and/or escutcheons shall be fitted with...
knurled chrome-plated thumb screws. The screw heads shall be fitted with screw driver slots. Screws shall be complete with captive fibre washers. Panels, racks and cubicles shall be securely fixed in position or located as indicated using suitable fixings. This includes eye bolts, wall brackets/angles, pole clamps and the like. Suitable key locking chromium-plated handles shall be fitted to all enclosures. Where necessary, multiple locking arrangements using lever handles shall be fitted to enclosures requiring more than one locking point. All keys for enclosure locks shall be of a high-security rating and supplied in duplicate. All equipment panels, racks and cubicles shall be complete with tamper switches connected to an SMS alarm/reporting system.

Where possible, 19-inch racking shall be utilised to accommodate equipment with special attention being given to providing adequate access for service accessibility to on-board diagnostic indicators and rear-mounted connections. All equipment enclosures shall be labelled appropriately to clearly indicate their function. Each section of cubicle, enclosure and rack shall be labelled to indicate equipment/device identification, number and local power supply circuit number.

Submit drawings with construction and finish details of all equipment enclosures, panels, racks and cubicles to the Facilities: Maintenance Specialist prior to purchasing of manufacture.

Drawings shall include all details such as metal work type and thickness, IP Ratings, cables access facilities, paint finish method and colour, proposed equipment layout and the like.

### 54 EQUIPMENT CUBICLES

Equipment cubicles within the building shall be in security services equipment cupboards, plant rooms, and lift motor rooms or as shown on the drawings.

All equipment cubicles to be supplied and installed as a part of this contract, shall comply with the following:

- Mounted in a secure location in security equipment cupboards.
- Fitted with tamper switches connected to the Security Management System (SMS).
- Fitted with approved high-security key locks to access door.
- Fitted with terminals designed for the size and type of cable installed.
- Clearly and permanently numbered terminals.
- Include a laminated circuit schedule (detailing all terminated and spare cable cores) mounted on the inner door of the enclosure.
- Be constructed of mild steel, minimum thickness 2.0mm fully welded.
- Concealed hinges to access door. Note: it shall not be possible to remove hinge pins while the door is in the closed position.
- All cables shall be neatly arranged and loomed.
- Access doors shall open 180 degrees to allow easy access to terminals.
- All equipment shall be appropriately labelled to indicate its function.
- All screws shall be complete with captive washers.
55 TAMPER ALARMS

All equipment housings, equipment racks, enclosures, cubicles for all systems and sub-systems, VMS equipment, intrusion detection devices, duress push buttons and the like shall be fitted with tamper switches interfaced to the appropriate alarm inputs to provide immediate alarm warning at the SMS. Tamper alarms shall be monitored 24 hours a day. Tamper alarms shall report as a priority alarm. All cabling necessary to connect the tamper alarms to the SMS shall be installed as part of this project.

56 PAINTING EQUIPMENT AND DEVICES

All metal work shall be free from grease, and rust scale and shall be finished with an approved factory applied paint system of a selected approved colour. Ensure finished surfaces of all paint work not otherwise specified, are free from bubbles, runs or any other imperfections and have a high gloss finish. All touching up of paints shall be accurately matched to the factory-applied finish.

Submit colour and finish sample to the Facilities: Maintenance Specialist for comment and approval prior to painting or powder coating.

57 POWER SUPPLIES

The AC power supply to the security installation shall be provided at a nominal 240VAC 50 Hz from the Essential Supply in each nominated communications cupboard in each building.

All equipment supplied and installed as part of this contract, shall be capable of operating over the following voltage and frequency variations:

- Voltage 240VAC +/- 6%
- Frequency 50Hz +/- 5%

Battery supported power equipment panels shall comply with and provide the following:

- House the power supply unit and the standby batteries within a metal cabinet complying with local wiring rules.
- Provide transformers and voltage rectification equipment required to supply power to equipment panels and connected devices.

Exposed plug-in step-down transformers shall not be accepted.

The power supply unit for field equipment shall be independent of the control and communication equipment power supply.

58 CABLELING FOR SECURITY SERVICES

GENERAL

All terminated cabling shall be neatly tied/loomed to prevent damage to terminations, stress on cables and interference or obstruction of other services.

All cables within a loom shall be grouped to allow easy work on a selected number of cables, e.g. by the door, camera location or area.

All wiring shall comply with the latest issue of the Local Supply Authority where relevant, any additional requirements specified hereunder, and the installation and cable route shall be to
the satisfaction of the Facilities: Maintenance Specialist. Cables shall meet the requirements of the appropriate standard for installation, cable size, use and environment.

All cabling shall be concealed and installed on a metal cable tray, cable duct and conduits. Cabling shall be installed with due regard to future removal and replacement of cables.

All cables shall be new and delivered on-site in unbroken reels, and with the 'manufacturers’ label attached. All cables shall have stranded copper conductors unless specified otherwise.

Cables shall be installed in a manner that eliminates any possibility of strain on the cable itself or on cable terminations. Conceal all wiring wherever possible with due regard to future removal and replacement of cables. Where unavoidably exposed to view, cables shall be enclosed in conduit or ducting installed as inconspicuously as possible.

Where PVC cables are installed in ducting, each circuit cable shall be grouped and taped at approximately 3,000 mm intervals. Tag each circuit at entry and exit to ducting.

When setting out cable routes for all services/trade drawings indicating proposed routes shall be sent to the Facilities: Maintenance Specialist for review.

The cables shall be installed in the roof and ceiling spaces on the tray, catenary, clipped to floor slab above or roof members as required. Where cabling is installed in roof space above a remote device a "courtesy loop" of three (3) metres of the extra cable shall be secured in the roof space to facilitate the minor relocation of a device in the future.

Group cables in major runs and follow the route of corridors, and the like, and the structural features of the building (i.e. parallel or normal to the building axis) as far as possible.

Cables shall be supported clear of ceiling tiles and be kept separated from other building services. Observe cable size, rating, and de-rating factors in accordance with relevant Standard and/or manufacturer requirements.

**59 CABLE INSTALLATION**

During the installation of cables should any kinks or abrasions to insulation, braiding, sheathing or armouring occur, the affected cable shall be withdrawn and replaced with a new cable.

In the event of finding evidence for reasonable doubt as to the non-compliance with this clause, the Facilities: Maintenance Specialist reserves the right to direct that the suspect cable be withdrawn for inspection. The cable shall be withdrawn and replaced if required at no further cost. All cables shall be installed under the 'loop into fittings' system with adequate slackness behind equipment, to facilitate removal for inspection, adjustment or replacement. No joints or connections along the cable shall be permitted. Cables shall be terminated at the device end using soldered connections and finished using a heat shrink to cover all bare wires. No cores shall be exposed outside the cable.

All cables terminating on a screw, bolt or stud shall be fitted with an approved crimp. Crimped lugs shall be fitted using the correct size and type of crimping tool.

Further to the requirements of local rules for terminations. The cabling outer sheath shall be cut back to allow terminations to be correctly fastened. The terminal connector, spare cores and exposed cable shall be suitably insulated in heat shrink to give continuous coverage from the cable outer sheath to the connector. Cable numbering shall be located at or near the heat
Exposed cable cores of any kind shall not be accepted and shall be finished as per the 
Facilities: Maintenance Specialist requirements.

The lug current rating shall match as near as possible the rating of the cables, but in no 
circumstances shall it be less than the cable current rating.

Flat washers together with an approved type of securing washer shall be used when fixing 
cable lugs to the screw, bolt or stud.

Anyone conductor of a size up to and including 2.5 sq. mm entering a terminal shall have its 
bared conductor end doubled back on itself to ensure a robust and secure connection.

Two or more conductors entering a terminal shall be firmly twisted together and the excess 
length cut off providing only 3 mm of the exposed conductor.

No cables shall be drawn in or installed in any given area until:

• The conduit installation in the given area is complete.
• Concrete encasing conduits have been poured.
• Wall surfaces are of a finished unpainted state.

Tough plastic sheathed cable used internally in the installation shall unless otherwise 
specified, be:

• Multi Core.
  • Hidden from view. When required to be chased into walls, they shall be enclosed in 
    conduit.
  • Neatly installed and parallel with the axis of the building.
  • Kept 150mm clear of hot water pipes, flues and any other heat generating sources.
  • Fixed with approved neoprene ties when installed on cable tray, in suspended ceilings 
    and on metalwork and the like.

Cables shall be neatly loomed, securely fixed to the tray and installed parallel with the edge 
of the tray.

Cables in the duct, on trays or other open space enclosures, shall be arranged on the tray to 
avoid unnecessary crossover of cables, spaced to allow adequate ventilation and prevent 
heating of cables, separated to provide segregation between independent services.

Cable trays shall be coloured in accordance with the DBSA’s colour coding for all site cabling 
reticulation.

60 POWER CABLES, OUTLETS AND ISOLATORS

As required, engage the services of a licensed Electrical Sub-Contractor, who is approved to 
undertake work on the site to install, terminate and commission all electrical wiring for the 
distribution of power and all associated outputs. Following the approval of all works by the 
Facilities: Maintenance Specialist, qualified electrical trade.

persons shall carry out all works requiring access to or alterations to electrical distribution
boards. Reticulate 240 VAC essential power to all equipment as required.

The minimum size of the cable shall be 2.5 sq. mm (7/0.67) for 230 Volt circuits, 0.75 sq. mm (24/0.20) for ELV power circuits.

Due consideration shall be given to voltage drop when calculating cable sizes.

The Contractor shall be responsible for the reticulation of power to serve all security service field equipment, unless otherwise specifically detailed. Install power to provide a combined isolation switch/circuit breaker to each equipment cubicle, equipment rack, equipment panel and the like. Provide all outlets, cabling, circuit breakers, isolators and the like as required.

### 61 CABLE NUMBERING

All cables shall be allocated and identified with a unique cable number. Cable identification numbers shall be allocated using an established prefix and approved labelling system which shall be submitted for approval by the Facilities: Maintenance Specialist.

All cables including patch leads shall be clearly labelled. Labels shall be affixed within 20mm of each termination.

Labels shall be ‘Z’ type for cables less than 8mm diameter and Unilabels for cables greater than 8mm diameter (or the Facilities: Maintenance Specialist’s approved equivalents).

Cables shall be fitted with labels at the following points:

- On every cable sheath next to the heat shrink at each cable end.
- On every cable sheath every 300mm for cables in cable pits.
- On each cable group in a cable riser identify the board, door, or device.
  - At any additional point on the cable sheath (or around the core bunch) where the requirements above are not readily traceable from the core terminations or exposed cable.
- Within all cable pits

Cable identification tags shall be orientated uniformly to read left to right from the logical viewing point horizontally and from bottom to top viewed from the right were installed vertically.

### 62 CABLE SETS

Providing all cable sets and patches leads necessarily to the complete the installation. All cable lengths shall be measured on-site prior to manufacturing.

All cable sets shall be clearly and permanently labelled to the approval of the Facilities: Maintenance Specialist.

### 63 SPECIAL CABLING

Where equipment is being supplied and installed under this Specification and it requires special cabling (i.e. screened cables, unshielded twisted pair, coaxial, optical fibre, blown optical fibre or other special types of cable), provide these cables.

Design the cabling system network and determine the type of cable required for interconnection of the various components, which make up the total system to be installed to comply with the performance requirements of the appropriate act, regulation, standard or
performance requirements of this Specification, whichever requires the higher performance. Ensure correct shielding is provided to all data, audio and video cabling to remove all EMI.

### 64 CABLE ENCLOSURES

All cabling shall be installed in cable enclosures unless protected from mechanical damage by building structures. Cable enclosures shall be installed as follows:

- Within internal ceiling or roof spaces via the catenary system.
- Cast into concrete walls, floor slabs, wall cavities and the like, rigid or flexible PVC conduit may be installed.
- In-plant and service rooms and other areas rigid or flexible steel conduit, steel cable duct or steel cable tray shall be installed. All steel conduit or cable ducts shall be painted to match the adjacent structures.
- Cabling in risers shall be installed on a cable tray for the full height of the riser with equipment panels, cubicles and fibre optic termination panels mounted over the top of the cable tray wherever possible to reduce space usage.
- All cable enclosures and conduits shall be concealed. No surface mounted cable enclosures or conduits shall be installed without consulting the Facilities: Maintenance Specialist.
- Supply and install all cable enclosures and conduits necessary for the installation of cabling for the various systems specified in this document.

### 65 IDENTIFICATION OF CONDUITS

All conduits to be installed shall be correctly colour coded to comply with relevant standards. Conduits shall be colour coded as follows:

- Orange - Electric power above ELV
- White - Fibre Optic Cabling, communication circuits including all ELV circuits (i.e. Security).

### 66 CONDUITS

All conduits installed shall comply with the minimum requirements of this specification and any relevant standards.

Unless otherwise specified, the conduit used throughout the installation shall be light-duty rigid PVC. All conduit work shall comply with the following:

- Relevant local or international standards for conduits and fittings.
- Oval conduits shall not be installed.
- The minimum size of the conduit shall be 20mm.
- Conduits shall be provided with due consideration to reasonable spare internal capacity drawing in of future cables and heat expansion.

All conduits and ducts shall be of adequate size and have reserve capacity for at least one additional circuit unless the conduit size is specified.
Conduit saddles (double saddles) shall be spaced a maximum of 1,200mm apart.

Where saddles cannot be fixed to the building structure a suitable bracket shall be supplied and installed.

Conduits shall be a minimum of 1,500mm clear of gas and hot water pipes. Conduits shall be installed parallel with these pipes.

Conduits installed in cavity walls shall be fixed to the external surface of the inner face and shall not touch the outer face.

All PVC conduit joints shall be made solid and waterproof using an approved PVC welding solution. Metallic conduit exposed to the weather shall be galvanised finish and painted to match the wall finish. Supply and install a 1.5 mm2 TPI draw wire in all conduits whether containing cables or not.

Flexible conduit shall be steeled PVC sheathed conduit.

Where it is unavoidable to use exposed conduits, refer to Facilities: Maintenance Specialist prior to installation commencing.

Install conduits far enough above ceilings and below floors to avoid accidental piercing by nails and the like or restricting the removal of ceiling tiles or floor panels. Where possible install conduits 150mm clear of the underside of the roof decking.

Half saddles will not be accepted.

All surface conduits shall be finished and painted to match the surroundings.

67 PVC CONDUITS

Use conduit with a minimum size of 20mm.

Conduits to be stamped with conduit class, size and appropriate standard approval.

Set conduits where exposed to view or where permanent deformation of the cross section will occur.

For sets and bends use applied heat in a manner that does not cause deformation of the conduit diameter or discoloration.

Install PVC expansion couplings in straight conduit runs every two (2) lengths when under roofs and every three (3) lengths in other locations irrespective of intervening conduit fittings or where conduits pass across structural expansion joints.

Install saddles so conduits are held firmly in place yet allow for movement due to linear expansion and contraction of the conduits. Half saddles will not be accepted.

Where conduit passes through a firewall, sleeve with next size steel conduit extending 300mm on either side of the fire-wall. Seal the gap at each end of the steel conduit with intumescent material.
**68 STEEL CONDUIT**

Before installation, clean the threads of conduits and fittings to bright metal using taps and dyes. Internally ream ends of the conduits are free of sharp edges and projections. Paint exposed threads on metal conduits installation with zinc-rich paint.

Where conduits terminate in-wall boxes, specifically fabricated metal boxes, switchboards and termination boxes fix them in grip entries welded to the box or by locknuts on each side of the box material.

In the case of locknuts, fit a female PVC bush after the inner locknut.

Bends shall be made with tools specifically designed for bending steel pipe, with easy sweeps and shall comply with the manufacturer’s recommended bending radius and shall be not less than three times the external diameter of the conduit.

Conduit bends, sweeps and installation methods shall not cause mechanical stress enough to result in deformation. Any conduit, which is deemed by the Facilities: Maintenance Specialist to have been stressed or steelwork deformed, shall be replaced.

Make joints in galvanised conduits and water pipe installations watertight by applying thread seal tape or other approved jointing material to threads.

All exposed external conduits shall be galvanised steel.

Use steel screwed conduit fittings with Class B conduit, galvanised where applicable.

**69 STEEL CABLE DUCT**

**GENERAL**

Fabricated from not less than 1.2mm zinc anneal with machine folded return edges for rigidity. Steel cable ducts shall only be installed in plant rooms, equipment rooms, roof spaces or risers.

The steel cable duct shall:

- Minimum dimensions shall be 50mm x 50mm and cable not to exceed 60% of useable capacity.
- Be equipped with clip-on removable covers fixed with screws at each end and having a maximum length of each cover section of 1,200mm.
- Be complete with matching couplings, tees, elbows, reducers and the like as required.
- Be equipped with steel couplings between duct sections, which will maintain mechanical strength and electrical conductivity.
- Be fitted with integral partitions throughout its length where it is necessary to accommodate different services within the common ducting envelope.
- Be fitted with matching bends sets etc. and other accessories.
- Wherever possible mount ducts with the lid uppermost. Allow adequate space above for access to the duct.
• Match components one with the other and ensure the fixing system is complete with angle pieces, brackets and the like, as required. Ensure that the heads of fixing bolts are inside the duct.

• Where ducts are mounted with the lid downwards, provide approved fibre cable retainers at a maximum of 600 mm intervals.

• Allow for the termination of ducts in the respective items of equipment.

Co-operate with other trades prior to and during the installation of cable trays and ducts to ensure that the system is installed in an efficient manner.

### 70 FLAT ON WALLS

Single ducts may be fixed directly to the wall surface. For groups of ducts use supports of P3300 galvanised mill strut (at maximum 1,500mm vertical centres) fixed horizontally on the wall and spanning the total width of ducts.

**FLAT ON THE UNDERSIDE OF CONCRETE SLABS**

Single ducts may be fixed directly to the slab. Fasten multiple ducts to galvanised P3300 Uni-strut spanning the total width of ducts.

**DOWN FROM SLAB OVER**

Use supports of Uni-strut galvanised P1000 with 10mm galvanised threaded rod hangers at 1500mm centres.

**SUSPENDED OFF WALLS AND ABOVE CEILINGS**

Use supports of Uni-strut P1000 or galvanised rigid MS cantilever brackets at 1500mm centres. Supports shall be securely supported from walls or the ceiling support system.

At each support bracket fix to the structure and to each duct with at least two (2) fixings.

### 71 CABLE TRAY

The cable tray shall be of a width required to provide support for cables to be installed on the tray and shall be a minimum of 150mm wide.

The cable tray shall be:

- Manufactured from a minimum 1.2mm MS sheet.
- Fabricated and shaped to provide rigidity, such that when loaded with cables plus 50kg point load at mid span, they do not deflect more than 10mm at any point.
- Perforated with slotted holes over the entire tray area suitable for attachment of fittings/fixings using metal thread studs and nuts or nylon tray nuts complete with matching splice plates, tees, transitions and the like, as required and suitably radiiues at changes of direction.
- Use trays that have a minimum bending radius of 300mm.
- In ceiling spaces install horizontal runs of cable to avoid other fittings and services and where possible within the space 150mm above the ceiling surface unless otherwise shown on drawing(s). Allow enough space for further removal of ceiling
tiles.
- In equipment room and roof spaces the position of tray runs shown are approximate only. Install as directed on site to avoid other fittings and services.
- Allow for the termination of trays at the respective items of equipment.

- Co-operate with other trades prior to and during the installation of cable trays to ensure that the system is installed in a coordinated manner.
- At each support bracket, fix to the structure and to each tray with at least two (2) fixings.

**72 CONDUIT FITTINGS**

Use junction boxes of adequate size to allow the installation of cables without damage to the cabling. Junction box faceplates are to be secured using security screws.

Conduit elbows and tees are not permitted in this installation unless specified or shown on drawings.

All conduit fittings except for wall boxes shall be of a material and finish compatible with the type of conduit system to be installed.

**73 PROVISIONS FOR DRAWING IN OF CABLES**

Conduit installations shall be so arranged that wiring can be readily drawn in or out without damage to cabling and without:

- Removal, damage or alteration to any part of the building structure is necessary.
- Without disruption to the conduit installation continuity.

The removal of access panels, floor traps, ceiling traps/tiles (at draw-in box positions) or electrical fittings shall not be deemed to be damage to parts of the building structure.

**74 CONDUITS TO BE CONCEALED**

Install conduits within wall cavities, secure ceiling space, contained in floor slab or walls, chased into brick or blockwork walls to be rendered and otherwise hidden by finished building structures. Should it appear not to be possible to conceal a conduit, clarify the position with the Facilities: Maintenance Specialist and do not proceed with installation until advised by the Facilities: Maintenance Specialist.

Carry out chasing required and grouting in of recessed boxes, conduits, and the like. Finish grouting flush with the wall surfaces.

**75 CONDUIT AND CONDUIT FITTING INSTALLATION**

Unless otherwise specified, draw-in boxes shall be installed in a straight conduit installation at a maximum distance of 12m apart and in other positions that will facilitate the ready drawing
in of cables. Where conduit runs are grouped together inaccessible locations, draw-in boxes shall be grouped together at defined and approved positions.

In inaccessible positions, conduit boxes shall not be used to change direction in or branch off from the conduit installation.

Not more than one bend shall be used between any draw-in positions. Where more than one bend is required, the change of direction shall be achieved by setting the conduit in a large radius bend.

Ducts, conduit, and conduit fittings including conduit box lids and duct covers shall not be installed or shall be visible on the surface of any floor, wall, or ceiling unless necessary.

All conduits and boxes shall be capped in an approved manner against the ingress of dirt, moisture, or foreign matter. This procedure shall be carried out immediately after the installation of the conduit and shall remain in place until the permanent wiring is installed.

Before the permanent wiring is drawn in, conduits shall be dried internally and freed of any foreign matter. Always refer to drawings and study the requirements of other services. Mechanical ventilation ducting, piping and the location of other reticulation equipment allow to install conduit and ducting clear of same.

Conduit fittings shall be rigidly secured to the conduit. Conduit tees will not be permitted -3-way conduit boxes shall be used instead.

High impact PVC or nylon conduit bushes shall be fitted at all conduit ends. The conduit installation in all positions shall:

- Be installed in an orderly manner grouped and in one plane where practicable.
- Be installed parallel with the major axis of the building structure.
- Be securely fastened to rigid supports with approved clips or saddles. Single sided clips and saddles are not an approved fixing.

76 BIDDER REQUIREMENTS

a) Detailed Proposal

A detailed proposal on the solution Architecture which will meet the above goal, objectives and requirements

- Proposed Brand and configuration specifications of all the hardware.
- Proposed software (including versions) is required to optimally run the proposed hardware.
- Solution architecture diagrams showing how the solution meets the DBSA ICT architecture, objectives and integration with the existing DBSA ICT Equipment.

b) Software Licencing

- Visitors Management System software
- Microsoft Software required must be clearly specified – if required.
The DBSA has a corporate Microsoft licencing agreement.

c) Traceable References

- Five traceable formal letters as references for similar visitor management system installations are to be provided, in detail, by each bidder.

d) Proof of Certification as Partner/Re-Seller

- Proof of Certification as Partner/Re-Seller of Proposed Product(s) is to be provided, in detail, by each bidder.

e) Service Warranty

- To be provided, in detail, by each bidder.
- Bidders must indicate their availability to attend to problems and issues related to the implementation of the solution that may arise after the commissioning of the project.

f) Support Service SLA

- Bidders must include an SLA proposal for any services not covered under warranty.
PRICING SCHEDULES

A financial proposal should be included in a separate electronic folder. Pricing evaluation will be based on a fixed amount for work conducted under the Revenue Enhancement Programme.

Note: This page must be separated from the pre-qualifying and functional proposal. Failure to separate this will lead to disqualification of the bid)

This template must be completed in full and included as Annexure A to Pricing Proposal submitted. Failure to complete this form (BOQ) in full may result in the disqualification of the Bid.

Notes:

Hardware and Software Cost

Detailed costing for the Hardware, Software and Licensing required to meet the specification including a detailed Bill of Quantities. The Tender Pricing must be itemised as follows: Optional pricing must be categorised, stated, quantified, qualified and copies of certification provided.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Detail</th>
<th>Price</th>
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<tbody>
<tr>
<td></td>
<td><strong>Hardware</strong></td>
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<tr>
<td>2</td>
<td>Optical handheld readers</td>
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<td>Other hardware required – please specify</td>
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<td></td>
<td><strong>Software</strong></td>
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<tr>
<td>1</td>
<td>VMS System – all modules</td>
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<td>Other software required – please specify</td>
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<td><strong>Installation</strong></td>
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<tr>
<td>1</td>
<td>Visitors Management System Hardware</td>
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<td>VMS Software and other if required</td>
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<td>System Configuration</td>
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<td>Any other installation costs - please specify</td>
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<td>VMS System</td>
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<td>Hardware and Software</td>
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<td>Gallagher integration</td>
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<tr>
<td>1</td>
<td>DBSA ICT integration – storage and printing</td>
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### Training

| 1 | Training for all security officers - 32 | R |

### As-Built

| 6 copies | Drawings, Documentation, Software backups, Manuals |

### Total Project Costs

<table>
<thead>
<tr>
<th>Total Project Cost (Excluding VAT)</th>
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<tr>
<td>VAT – 15%</td>
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<tr>
<td>Total Project Cost (Including VAT)</td>
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### Annual Maintenance Cost (VAT included)

<table>
<thead>
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<th>Year 1</th>
<th>Maintenance of the system and related equipment</th>
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<tr>
<td>Year 2</td>
<td>Maintenance of the system and related equipment</td>
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<tr>
<td>Year 3</td>
<td>Maintenance of the system and related equipment</td>
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<tr>
<td>Total Maintenance Cost for 3 years</td>
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The annual license renewal fees must be included in the monthly maintenance costs.

### Total Tender Cost (Vat excluded)

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<th>Total Project Costs</th>
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<tr>
<td>Total Maintenance Cost for 3 years</td>
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<td>Total Tender Costs (Vat excluded)</td>
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### Total Tender Cost (Vat included)

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<tr>
<td>Total Maintenance Cost for 3 years</td>
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<tr>
<td>Total Tender Costs (Vat included)</td>
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**Signature(s)**  
__________________________________________________________________________

**Name(s)**  
__________________________________________________________________________

**Capacity**  
__________________________________________________________________________

**For the Tenderer**  
__________________________________________________________________________

*(Name and address of organisation)*
Annexure B

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest\(^1\) in the enterprise, employed by the state? YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Name of State institution</th>
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\(^1\) the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.
Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

……………………………………………………………………………………
……………………………………………………………………………………

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……………………………………………………………………………………
……………………………………………………………………………………

3. **DECLARATION**

I, the undersigned, (name)……………………………………………………………………. in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

........................................... ..............................................................
Signature Date

........................................... ..............................................................
Position Name of bidder
Annexure C
SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution


1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

b) Either the 80/20 or 90/10 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
</tr>
</tbody>
</table>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 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.
2. DEFINITIONS

(a) “B-BEEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) “B-BEEE status level of contributor” means the B-BEEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) “EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) “prices” includes all applicable taxes less all unconditional discounts;

(h) “proof of B-BEEE status level of contributor” means:
   1) B-BEEE Status level certificate issued by an authorized body or person;
   2) A sworn affidavit as prescribed by the B-BEEE Codes of Good Practice;
   3) Any other requirement prescribed in terms of the B-BEEE Act;

(i) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

\[
P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}}\right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}}\right)
\]

Where

\(P_s\) = Points scored for price of bid under consideration

\(P_t\) = Price of bid under consideration

\(P_{\min}\) = Price of lowest acceptable bid
4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = ..........(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

| YES | NO |

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted……………………………..%  
ii) The name of the sub-contractor…………………………………………………………  
iii) The B-BBEE status level of the sub-contractor………………………………………..  
iv) Whether the sub-contractor is an EME or QSE  

(Tick applicable box)

| YES | NO |

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:
Designated Group: An EME or QSE which is at last 51% owned by:

Black people
Black people who are youth
Black people who are women
Black people with disabilities
Black people living in rural or underdeveloped areas or townships
Cooperative owned by black people
Black people who are military veterans

OR

Any EME
Any QSE

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:…………………………………………………………………………………..

8.2 VAT registration number:…………………………………………………………………………………..

8.3 Company registration number:…………………………………………………………………………………..

8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited
[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………
8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.................................

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

   (a) disqualify the person from the bidding process;
   (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
   (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
   (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
   (e) forward the matter for criminal prosecution

WITNESSES

1. ........................................

2. ........................................

SIGNATURE(S) OF BIDDERS(S)

DATE:........................................

ADDRESS........................................
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES – N/A
Annexure E

CERTIFICATE OF INDEPENDENT BID DETERMINATION – N/A
Annexure F

Bidders are required to include, as Annexure F to their Bids, certified copies of all relevant CIPC registration documents listing all members with percentages, in the case of a close corporation.
Bidders are required, as annexure G to their Bids, to submit certified copies of the latest share certificates of all relevant companies.
Annexure H

Bidders which submit Bids as an unincorporated joint venture, consortium or other association of persons are required to submit, as Annexure G, a breakdown of how the percentage (%) fees and work will be split between the various people or entities which constitute the Bidder.

Bidders which submit Bids as an unincorporated joint venture, consortium or other association of persons are required to submit, as Annexure H, a breakdown of how the percentage (%) fees and work will be split between the various people or entities which constitute the Bidder.
Annexure I

Bidders are required to include, as Annexure I to their Bids, supporting documents to their responses to the Pre-Qualifying Criteria and Evaluation Criteria.

Where the supporting document is the profile of a member of the Bidder’s proposed team, this should be indicated.
Annexure J

[General Conditions of Contract]

PLEASE NOTE THAT ALL BIDDERS ARE REQUIRED TO READ THROUGH THE GENERAL CONDITIONS OF CONTRACT PRESCRIBED BY THE NATIONAL TREASURY. SUCH GENERAL CONDITIONS OF CONTRACT CAN BE ACCESSED ON THE NATIONAL TREASURY WEBSITE.

PLEASE NOTE FURTHER THAT ALL BIDDERS MUST ENSURE THAT THEY ARE WELL ACQUINTED WITH THE RIGHTS AND OBLIGATIONS OF ALL PARTIES INVOLVED IN DOING BUSINESS WITH GOVERNMENT.

NOTE: All Bidders are required to confirm *(Tick applicable box)* below:

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the Bidder familiar with the General Conditions of Contract prescribed by the National Treasury?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tax Compliant Status and CSD Registration Requirements

All prospective bidders must have a tax compliant status either on the central supplier database (CSD) of the National Treasury or SARS e-filing prior to appointment/award of the bid.

Registration on the CSD site of the National Treasury is a compulsory requirement for a bidder to be appointed, to conduct business with the DBSA. The onus is on the successful bidder to register on the CSD site and provide proof of such registration prior to appointment/award of the bid.

CSD Registration Number:  

The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption. Report any incidents of Fraud and Corruption to WhistleBlowers on any of the following:

TollFree: 0800 20 49 33
Email: dbsa@whistleblowing.co.za
Free Post: Free Post KZN 665 | Musgrave | 4062
SMS: 33490