
TERMS OF REFERENCE



APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND INSTALL AN ACCESS CONTROL SYSTEM WITH TIME AND ATTENDANCE FOR THE W&RSETA HEAD OFFICE AND PROVINCIAL OFFICES

WRSCM-2022/2023-0002

1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Strategy (NSDS).

2. OBJECTIVE OF THE TERMS OF REFERENCE (TOR)

The W&RSETA hereby seeks to appoint a Service Provider that has the capacity to supply, install and maintain an Access Control System for the W&RSETA Head Office and National Provincial Offices.

3. SCOPE OF SERVICES

3.1. *The service provider will be required to:*

- Supply and install an Access Control System with multi-function access terminal readers with temperature reading for entry to the W&RSETA Head Office and Provincial Offices.
- Supply and install multi-function access terminal points with Face Recognition and access card and/or biometrics with following key features:
 - Temperature measuring range: 30 °C to 45 °C with 0.1 ° C accuracy and a deviation of ± 0.5 °C
 - Recognition distance of 0.3 to 2m
 - Face recognition duration <0.2 s/User face recognition accuracy rate $\geq 99\%$
 - Face mask detection with forced mask wearing alert
 - Displays temperature measurement
 - Card reading module
 - Contactless Authentication
- Supply and install an Access Control System with multi-function access terminal readers with temperature reading for exiting of the W&RSETA Head Office and Provincial Offices:
 - Recognition distance of 0.3 to 2m
 - Face recognition duration <0.2 s/User face recognition accuracy rate $\geq 99\%$
 - Card reading module
 - Contactless Authentication
- Supply, install and ensure that Time and Attendance software will integrate (Real Time) with SAGE 300 People from SAGE VIP, and is fully operational at completion of the system installation.
- Upgrade or install additional equipment (if required) for access-controlled offices at the W&RSETA Head Office, which must be compatible with the Softcon access control system in the Office Park.

Note:

The W&RSETA will have a compulsory Site Visit at the W&RSETA Head Office, 1303 Riverside Office Park, Cnr. Heuwel and Lenchen South Avenues, Hennops House, Centurion, 9809 (Refer to page 1 in the Bid Documentation for detailed information)

3.2. The above-mentioned services will be required for the following W&RSETA offices:

a) Head Office

- Supply and install new entry as well as exit readers for four (4) doors.
- Supply and install a new entry as well as exit card access readers with maglocks (where required) for one (1) server room, three (3) storeroom doors and two (2) certification offices.
- Supply and install five (5) calling buzzers for restricted access areas.
- Relocate four (4) exiting card access control points and maglocks for two (2) doors.
- Supply and install card access control points with exit sensor for one (1) set of sliding doors.
- Together with the existing security company, re-programme the existing card access system and integrate into the new system.
- Repair or replace exiting eight (8) emergency maglocks with their associated card access points.
- Supply and install battery back-up for all readers; and
- Ensure that there is a main fail release.

b) Bloemfontein, Free State

- Supply and install a new entry as well as exit readers for one (1) main door.
- Supply and install a new entry as well as exit card access readers with maglocks for one (1) server room door, one (1) storeroom doors, two (2) entrance doors on the second (2nd) and third (3rd) floor.
- Supply and install battery back-up for all readers; and
- Ensure that there is a main fail release.

c) Emalahleni, Mpumalanga

- Supply and install a new entry as well as exit readers for the main door.
- Supply and install a new entry as well as exit card access readers with maglocks for one (1) main passage door, one (1) server room door and one (1) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a main fail release.

d) Gauteng North in Hillcrest, Pretoria;

- Supply and install a new entry as well as exit readers for the main door.
- Supply and install a new entry as well as exit card access readers with maglocks for one (1) main passage door, one (1) server room door and one (1) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a main fail release.

e) Gauteng South in Parktown, Johannesburg

- Supply and install a new entry as well as exit readers for the main door.
- Supply and install a new entry as well as exit card access readers with maglocks for one (1) main passage door, one (1) server room door and one (1) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a main fail release.

f) Kimberley, Northern Cape

- Supply and install a new entry as well as exit readers for the main door.
- Supply and install a new entry as well as exit card access readers with maglocks for one (1) server room door and one (1) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a main fail release.

g) Musgrave in Durban, KwaZulu Natal

- Supply and install a new entry as well as exit readers for the main door.
- Supply and install a new entry as well as exit card access readers with maglocks for one (1) main passage door, one (1) server room door and one (1) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a main fail release.

h) Polokwane, Limpopo

- Supply and install a new entry as well as exit readers for the main door.
- Supply and install a new entry as well as exit card access readers with maglocks for one (1) main passage door, one (1) server room door and one (1) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a main fail release.

i) Rustenburg, North West

- Supply and install a new entry as well as exit readers for the main door.
- Supply and install a new entry as well as exit card access readers with maglocks for one (1) main passage door, one (1) server room door and one (1) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a main fail release.

j) Vincent, East London

- Supply and install a new entry as well as exit readers for the main door.
- Supply and install a new entry as well as exit card access readers with maglocks for one (1) main passage door, one (1) server room door and one (1) storeroom door.
- Supply and install battery back-up for all readers; and
- Ensure that there is a main fail release.

k) Western Cape in Tyger Waterfront, Bellville

- Supply and install a new entry as well as exit readers for two (2) the main doors.
- Supply and install a new entry as well as exit card access readers with maglocks for two (2) main passage doors, two (2) server room doors and two (2) storeroom doors.
- Supply and install battery back-up for all readers; and
- Ensure that there is a main fail release.

4. EXPECTED OUTCOMES AND DELIVERABLES

The service provider will be required to:

- Upgrade (if required) as well as to supply and install additional equipment where required.
- The supply and installation of a new Access Control System for the W&RSETA offices as indicated.
- Supply and install fourteen (14) multi-function) entry access terminal points with temperature reading, Face Recognition and access card and/or biometric, etc.
- Supply and install fourteen (14) multi-function) exit access terminal points with Face Recognition and access card and/or biometric, etc.
- Ensure that all W&RSETA Provincial Offices are linked and are accessible by Human Resources Management Business Unit from the Head Office
- Ensure that the Access Control System Software is compatible with the Sage 300 People software from SAGE VIP, which the W&RSETA will be implemented as its Payroll System.
- Provide reports as per requirements of the W&RSETA including but not limited to forensic reports.
- The service provider will be called upon to provide assurance of the accuracy of the information contained in the reports that have been extracted from the system.
- Provide warrantees and guarantees on all new equipment as well as workmanship that must be a minimum of one (1) year.
- Provide an aftersales maintenance plan for a duration of five (5) years (to be costed separately), which includes but not limited to the following:
 - Ensure that the hardware and software (N -1) are upgraded during the maintenance period.
 - On-site same day repairs.
 - Provision of replacement/loan hardware for faulty hardware that cannot be repaired on the same day.
 - Should any of the W&RSETA offices need to relocate the service provider will be required to remove and reinstall the equipment at the new premises.

5. MONITORING PROGRESS OF SERVICE

The W&RSETA shall monitor and evaluate the progress of the service delivery as per the deliverables outlined in the contract and Service Level Agreement (SLA).

6. QUALITY ASSURANCE REVIEWS OF THE SERVICE

The quality of the services will be managed via the approved schedule.

7. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the services, the Service Provider must ensure that its staff maintains the objectivity by remaining independent of the activities they execute.

8. PRICING

All pricing must be shown inclusive of any applicable VAT broken down as follows:

- Costing for the supply and installation of the Access Control System hardware.
- Costing for the supply, installation and programming of the Time and Attendance software and
- Costing for the five (5) year maintenance plan as well as the breakdown per technician level i.e., junior, senior or programming technician, etc.
- Costing on the removing and reinstalling of equipment at the new premises, which be at the current pricing at time of request, therefore the costings will be inflation aligned to the time frame of the SLA.

9. DURATION FOR THE INSTALLATION OF THE EQUIPMENT

The delivery and installation of the equipment must be complete within three (3) months upon successful completion of the Service Level Agreement (SLA).

10. MINIMUM REQUIREMENTS EVALUATION

Failure to meet and agree to the requirements for the Minimum SCM requirements and Minimum Supplier Checklist will result in disqualification of the bidder.

Minimum Requirements		YES	NO
SCM submission Requirements	Bidder must complete the Prescribed Standard Bidding Documentation	<input type="checkbox"/>	<input type="checkbox"/>
	Bidder must be registered on Central Supplier Database (CSD) and must submit proof of registration	<input type="checkbox"/>	<input type="checkbox"/>
	Bidder must submit one (1) hardcopy of the Compliant, Technical and Price Proposal.	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Supplier Checklist must be fully completed.		YES	NO
Checklist completion requirements	Do you have the ability and capability to supply as well as install an Access Control System with Face Recognition and temperature reading multi-function access terminal points nationally?	<input type="checkbox"/>	<input type="checkbox"/>
	Is your Time and Attendance software compatible with SAGE 300 People from SAGE VIP?	<input type="checkbox"/>	<input type="checkbox"/>
	Can one draw Real Time reports from the Time and Attendance system?	<input type="checkbox"/>	<input type="checkbox"/>
	Is your software compatible with the Softcon Access Control software?	<input type="checkbox"/>	<input type="checkbox"/>

11. TECHNICAL EVALUATION

The Technical threshold for this bid is 75%. Bidders that fail to meet the 75% technical threshold, will not be considered for Preference and Price Evaluation.



Technical Evaluation	
Evaluation Criteria	Points
1. Capacity to deliver	40
2. Approach and Methodology	20
3. Project Implementation Plan	20
4. Experience	20
Total	100 points

Evaluation Criteria	Submission Requirements	Total Points
1. Capacity to Deliver	<p>1. Reference letters of similar work successfully completed (Contactable References must be provided)</p> <p>0= (0) No evidence submitted 1= (5) One reference letter 2= (8) Two reference letters 3= (10) Three reference letters 4= (15) Four reference letters 5= (20) Five reference letters</p>	20 Points
	<p>Portfolio of Evidence showing a list of similar successfully completed projects which must include the following:</p> <ol style="list-style-type: none"> 1. Project scope and cost 2. Date of Project 3. Contact person for the Project <p>Company for which the project was completed</p> <p>0= No evidence submitted 1= (5) Portfolio of evidence of similar work successfully implemented nationally for one year 2= (8) Portfolio of evidence of similar work successfully implemented nationally for two years 3= (10) Portfolio of evidence of similar work successfully implemented nationally for three years 4= (15) Portfolio of evidence of similar work successfully implemented nationally for four years 5= (20) Portfolio of evidence of similar work successfully implemented nationally for five years</p>	20 Points

<p>2. Approach and Methodology</p>	<p>Bidder submitted a comprehensive approach and methodology, which should at minimum:</p> <ul style="list-style-type: none"> • Align to the comprehensive Project Implementation Plan • Outline the process per category i.e., procurement of hardware, installation, and programming as well as integration taking into account national footprint of the W&RSETA. • Who are the integration partners and the process of liaison with the identified partners • Highlights risks and mitigations thereof • Outline the Support and liaise points. • Outline implementation of the aftersales maintenance plan with regards to: <ul style="list-style-type: none"> ○ Ensure that the hardware and software (N -1) are upgraded during the maintenance period. ○ On-site same day repairs. ○ Provision of replacement/loan hardware for faulty hardware that cannot be repaired on the same day. <p>Should any of the W&RSETA offices need to relocate the service provider will be required to remove and reinstall the equipment at the new premises.</p> <p>0= (0) No evidence submitted 1= (3) Bidder approach outline approach and methodology with at least two listed requirements 2= (5) Bidder approach outline approach and methodology with at least three listed requirements 3= (10) Bidder approach outline approach and methodology with at least four listed requirements 4= (15) Bidder approach outline approach and methodology with at least five listed requirements 5= (20) Bidder approach outline comprehensive approach and methodology with all the listed requirements</p>	<p>20 Points</p>
<p>3. Project Implementation Plan</p>	<p>Bidder must submit a Project Implementation Plan from date of contract signature till project sign-off. The following is required:</p> <ol style="list-style-type: none"> 1. WBS 2. Tasks/activities 3. Duration of tasks 4. Start and end date of activity 5. Task dependencies 6. Resource Names (in line with CV's provided) 	<p>20 Points</p>

	<p>7. Risk and mitigating actions plan 8. Milestones</p> <p>0= (0) No evidence submitted 1= (3) Bidder project implementation plan outline one- two of the listed requirements 2= (5) Bidder project implementation plan outline three- four of the listed requirements 3= (10) Bidder project implementation plan outline five-six of the listed requirements 4= (15) Bidder project implementation plan outline seven of the listed requirements 5= (20) Bidder project implementation plan outline all the listed requirements</p>	
<p>4. Experience and Expertise</p>	<p>CV's to be provided in line with the scope of work requirements i.e., Access control with multifunctional readers which include biometrics, face recognition and access cards</p> <p>0= (0) No evidence submitted 1= (5) Bidder must provide one year experience 2= (10) Bidder must provide a minimum of two years' experience 3= (12) Bidder must provide a minimum of three years' experience 4= (15) Bidder must provide a minimum of four years' experience 5= (20) Bidder must provide a minimum of five years' experience</p>	<p>20 points</p>

12. APPROVALS

Compiled By:			
Name	Mr. Rydwaan Mahomed		
Position	Project Manager		
Signature		Date	06 June 2022
Reviewed By:			
Name	Mr. Jacobus Geldenhuys		
Position	BSC Chairperson		
Signature		Date	2022/06/06
Recommendation:			
Recommended:	<input checked="" type="checkbox"/>	Not Recommended:	<input type="checkbox"/>
Manager's Full Name	Ms. Lindiwe Nhlapo		
Position	Chief Financial Officer		
Notes			
CFO's Signature		Date	14/06/2022
Approval:			
Approved:	<input checked="" type="checkbox"/>	Not Approved:	<input type="checkbox"/>
Manager's Full Name	Mr. Tom Mkhwanazi		
Position (Executive)	Chief Executive Officer		
Notes			
CEO's Signature		Date	15/06/2022