



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
PHYSICAL ACCESS CONTROL
2020/2021 FINANCIAL YEAR

Issued and Prepared by:
Alfred Nzo District Municipality
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5735

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Alfred Nzo District Municipality is hereby inviting suitably qualified and accredited service providers or individuals to submit their Quotation to acquire services of a suitable service provider for Inspection, Supply, delivery and installation of electronic auto locking gate motor system for three (3) ANDM entrances with intercom and remote controllers.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

ANDM Corporate services is responsible for Municipal access control, keeping the workplace safe, secure and conducive for all employees. Under the Occupational Safety and Health Act 85 of 1993, employers must inform employees of safety standards, provide training, eliminate or reduce hazards, and supply protective equipment. They must perform tests in the workplace and maintain accurate records.

The aim of this project is to Inspection, Supply, delivery and installation of electronic auto locking gate motor system for three (3) ANDM entrances with intercom and remote controllers.

1.2.2 Specific Objectives

The specific objectives of the project require the undertaking of the following:

- The main objective of this project is to instill occupational safety and wellness of employees.
- To eliminate risk associated with trespassing
- To comply with National Occupational Safety Act 85 of 1993

2. SCOPE & EXTENT OF WORK

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals for Inspection, Supply, delivery and installation of electronic auto locking gate motor system for three (3) ANDM entrances with intercom and remote controllers for physical access control of Alfred Nzo District Municipal offices in Mount Ayliff.

The appointed service provider will be responsible for providing and installation of:-

- Inspection, Supply, delivery and installation of electronic auto locking gate motor system for three (3) ANDM entrances with intercom and remote controllers.
- Testing Access Controls system
- Project budget Service providers must quote driven by cost saving methods and prices which are commensurate to the specified scope of work.

SPECIFICATION

INSPECTION, SUPPLY, DELIVERY AND INSTALLATION OF ELECTRONIC AUTO LOCKING GATE MOTOR SYSTEM FOR THREE (3) ANDM ENTRANCES WITH INTERCOM AND REMOTE CONTROLLERS.

ITEM NO.	DESCRIPTION	QUANTITY
1.	<ul style="list-style-type: none">• Interactive graphical user interface via a backlit LCD display.• Automated setup of gate endpoints limits.• Fail – safe collision detection and auto reverse adjustable sensitivity.• Smooth adjustable start or stop ramp up and ramp down.• Solar supply alternative energy to charge the battery.• Multiple operational modes• Selectable adjustable auto closing• Pedestrian partial opening• Positive close mode• Independent safety inputs for opening and closing beams• Automatic beam test for both open and closing beams• Advanced beam alarm functions• Advanced lighting surge protection• Timed courtesy light output• Multiple pre flashing modes• Independent adjustable motor speed in both opening and closing	3

	<p>directions</p> <ul style="list-style-type: none"> • Onboard NOVA rolling code, radio receiver with full channel mapping capability. • Onboard ChronoGuard timer for autoactivation of various physical input and outputs and time – barring of the same inputs and output including remote controls and intercom. 	
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NB: A compulsory briefing session will be held to clarify the Scope of Work with prospective bidders on the _____ 2020.

3. PROJECT TIME FRAME

The project time frame will be 3 months from the date of appointment of the service provider, which is anticipated to take place in _____

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

The Municipality is requesting a suitable service provider to procure electronic auto locking gate motor system for three (3) ANDM Entrances. Admin support is responsible for Municipal access control, keeping the workplace safe, secure and conducive for all employees. Under the Occupational Safety and Health Act 85 of 1993, employers must inform employees of safety standards, provide training, eliminate or reduce hazards, and supply protective equipment. They must perform tests in the workplace and maintain accurate records.

5. STAKEHOLDERS CONSULTATION - MAINLY FOR CPS PROJECTS.

The successful service provider will be required to undertake stakeholder consultations and engagements as it is a vital and an ongoing requirement to ensure support and buy-in towards the successful completion of the project.

6. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

A Project Manager of ANDM with relevant Officials will oversee project implementation to its conclusion. The ongoing plans and progress reports from the service provider will have to be submitted to the project Manager where a process of verification will take place prior to the delivery and approvals of invoices submitted by service provider.

7. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM and further presented to Admin Support and ICT units on a monthly basis. The Project Manager has the right to change the frequency of reporting when necessary.

8. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: “**Physical Access Control**” and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the _____

9. EVALUATION CRITERIA

Evaluation criteria of the quotations;

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

EXAMPLE:

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	50
• Capacity and Expertise	50
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

Previous Company Experience	Weighting
Note: The scoring in this section is not cumulative	
Traceable record for successful completion of a minimum of three (3) Electronic auto locking gate motor system project to the value of R20 000.00 each.	50
Traceable record for successful completion of a minimum of two (2) Electronic auto locking gate motor system project to the value of R20 000.00 each.	40
Traceable record for successful completion of a minimum of one (1) Electronic auto locking gate motor system project with the value of R20 000.00.	30
Maximum Weighting	50

<p>Note COMPULSORY attachments for verifying work done:</p> <p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment of Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken. If 3 Projects were done, 3 Assessment of bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <p style="padding-left: 40px;">-Appointment letter or Official purchase order.</p>	
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Capacity and Expertise to Undertake the Project	Weighting [50]
A Project Team with the following areas of expertise:	[50]
Team member with a minimum of N3 qualification in Electrical engineering.	30
Team member with a trade test in Electrical Engineering.	20
<p style="text-align: right;">Maximum Weighting</p> <p>NB: Attach certified copies not older than 3 months for all qualifications and Curriculum Vitae</p>	50
Total Maximum Weighting	50

For any queries regarding this tender, please contact Mr. S. Mambafula for project related queries; on (039) 254 5025 or; Supply Chain Management contact for SCM related queries at telephone number 039-254-5134 during office hours.

Alfred Nzo district Municipality
Erf 1400 Ntsizwa Street
Mount Ayliff
4735

Yours in municipal administration,



L. MATIWANE

SENIOR MANAGER: CORPRATE SERVICES

Recommendation by Specification Chairperson:

Approved/Not Approved



Mr. L. Mdutyana

Comments by Chairperson:

Approved
