



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF MULTIPLE BIOMETRICS
IDENTIFICATION (Finger Prints, Card and Password) FOR ANDM PHYSICAL
ACCESS CONTROL
2021/2022 FINANCIAL YEAR

Issued and Prepared by:
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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 biometrics access control system in three (3) ANDM Offices at the Main Office in Mount Ayliff.

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. To maintain accurate records of people accessing ANDM building.

The aim of this project is to Supply, delivery and installation of biometrics access control system in three (3) ANDM Offices.

1.2.2 Specific Objectives

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

- High security of Municipal Information
- To use a unique method of identification of employees who are legible to have access to municipal assets and information.
- To eliminate risk associated with trespassing
- To comply with National Occupational Safety Act 85 of 1993

2. SCOPE & EXTENT OF WORK

The appointed service provider will be responsible for the following;

- To Supply, delivery and installation of biometrics access control system in three (3) ANDM Offices at the Main Office in Mount Ayliff.
- To test the newly installed Access Control system
- To train ANDM designated employees on how to utilize the system
- The newly installed access control system must have a three warranty
- Provide three year maintenance plan of the system

SPECIFICATION

SUPPLY, DELIVERY AND INSTALLATION OF MULTIPLE BIOMETRICS IDENTIFICATION (Finger Prints, Card and Password) FOR ANDM PHYSICAL ACCESS CONTROL

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	<p>Biometric Access Control</p> <ul style="list-style-type: none"> • 3 million pixel camera; speaker; microphone; 1 USB and 1 RJ45 interface • USA BioNano core algorithm platform • Embedded WinCE 5.0 operating system • Supports TCP/IP, RS232/485, USB Host, 2G TF card, optional WIFI • Anviz new generation optical fingerprint reader • Waterproof, dustproof, scratchproof, unbreakable and durable • 10 number keys, 5 function keys, 6 user defined function keys, 4 status keys and 1 navigation key • Multiple identification methods- fingerprint; card; fingerprint and card; ID and fingerprint; ID and password; card and password • Customizable voice prompt and time-and-attendance status • Displays user picture, personal and public message • User can select language • Facility for scheduling 30 bell times • Standard RFID card reader, optional Mifare or HID card reader • Optional SC021 or SC822 access controller • Fingerprint capacity- 3000 / 5000 	3		

	<ul style="list-style-type: none"> • Log capacity- greater than 5000 • Supports realtime record download; online monitor;remote access control and server identification. • Automatic door sensor for opening and closing system. 				
Total exclusive VAT					
/AT @ 15%					
Total inclusive VAT					

NB: All material to be used must comply with the relevant Biometric Access Control installation course standards or code as set down in the National Regulations Act.

NB: A compulsory briefing session will be held to clarify the Scope of Work with prospective bidders on the _____ 2021.

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 of biometrics access control system in three (3) ANDM Offices at the Main Office in Mount Ayliff. 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

The appointed service provider will work and report to Manager Admin Support, Manager ICT and Senior Manager Corporate Services

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 QUOTATIONS

Quotations must be placed in a sealed envelope and clearly marked: **“SUPPLY, DELIVERY AND INSTALLATION OF MULTIPLE BIOMETRICS IDENTIFICATION (Finger Prints, Card and Password) FOR ANDM 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) Biometric Access Control System projects to the value of R50 000. 00 each.	50


Traceable record for successful completion of a minimum of two (2) Biometric Access Control System projects to the value of R50 000. 00 each.	40
Traceable record for successful completion of a minimum of one (1) Biometric Access Control System projects with the value of R50 000. 00.	30
Total scoring	50
<p>Note COMPULSORY attachments for verifying work done:</p> <p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment 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 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>	

Capacity and Expertise to Undertake the Project	Weighting
Note: The scoring in this section is cumulative	[50]
A Project Team with the following areas of expertise:	[50]
Team member with a minimum of N6 qualification in Electrical engineering and must be registered to Engineering Council of South Africa (ECSA)	30
Team member with a minimum qualification in A + and M + (Information Technology)	15
Team member with short course in Biometrics	5
Total scoring (30 +15 + 5)	50
NB: Attach certified copies not older than 3 months for all qualifications and Curriculum Vitae	

For any queries regarding this tender, please contact [Mr.S.Mambafula] for project related queries; on (039) 254 5013 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,



MR. R.N XOLO

SENIOR MANAGER: CPS

Approved/Not Approved



Mr. L. Mdutyana