**SUBJECT: REQUEST FOR QUOTATIONS - THE SOURCING OF AN INDEPENDENT SERVICE PROVIDER TO PROVIDE ACCESS CONTROLS MECHANISMS FOR THE NHBRC HEAD-OFFICE**

**N.B: BRIEFING IS COMPULSORY FOR THIS PROJECT**

1. **BACKGROUND**

1.1. The National Home Builders Registration Council (NHBRC) is responsible for regulating the home building industry in South Africa, ensuring compliance with quality standards and protecting housing consumers. To uphold its mandate and safeguard its personnel, assets, and information, the NHBRC requires robust access control systems

1.2. Access control systems are essential for securing NHBRC facilities against unauthorized entry, theft, and other security breaches. These systems include physical barriers like booms and tyre spikes, surveillance cameras, employee access card mechanisms, and guard houses. Implementing such measures aligns with best practices, which recommend a comprehensive approach to access control and perimeter security

1.3. In light of the legislative requirements and security incidents, it is imperative for the NHBRC to implement comprehensive access control systems. These measures will not only ensure compliance with legal standards but also protect the organization's assets and personnel.

1.4. Integrating access control systems with technologies such as license plate recognition (LPR), facial recognition, CCTV, and gate automation significantly bolsters an organization's security framework. This holistic approach not only fortifies physical security but also streamlines operational processes and enhances responsiveness to incidents.

1. **SCOPE OF WORK**

**2.1 Access Control Boom Gates**

* **Supply and Installation**: Install automated boom gates at all vehicular entry and exit points.
* **Specifications**:
  + Heavy-duty, weather-resistant construction suitable for high-traffic areas.
  + Integration with RFID access card readers and License Plate Recognition (LPR) cameras.
  + Manual override functionality for emergencies.
* **Number of Boom Gates Required: 1 Boom Gate (6 meters) Entrance Boom Gate**

**2.2 License Plate Recognition (LPR) & CCTV Cameras**

* **Supply and Installation**: Deploy high-resolution LPR cameras & CCTV at all vehicular access points.
* **Specifications**:
  + Infrared capability for night-time operation.
  + Real-time data processing and storage.
  + Integration with boom gate control systems.
* **Number of LPR Cameras Required: 4 LPR Cameras**
* **Number of CCTV Cameras Required: 4 CCTV Cameras**

**2.3 Tyre Spiking Devices**

* **Supply and Installation**: Install retractable tyre spike barriers at strategic entry points.
* **Specifications**:
  + Electro-mechanical operation synchronized with boom gates.
  + Durable construction to withstand heavy vehicular loads.
  + Safety mechanisms to prevent accidental deployment.
* **Number of Tyre Spiking Devices Required: 2 Tyre Spiking Devices, Entrance side and Exit side**

**2.4 Employee Access Card System**

* **Supply and Installation**: Implement an RFID-based access control system for employees.
* **Specifications**:
  + Issue personalized access cards with unique identifiers.
  + Install card readers at all pedestrian entry points and sensitive areas.
  + Centralized access management software for real-time monitoring and control.
* **Number of Employee Access Card System: 2 Employee Access Card Systems at the Entrance side and Exit side**

**2.6 Gate Motors**

* **Supply and Installation**: Install automatic gate motors at the entrance and exit points
* **Specifications**:
* Motor Type: Sliding Gate Operator
* Power Supply: 12V DC
* Battery: 12V 6.8AH
* Remote Control: 2 x Nova 4-button remotes
* Rack Type: 8 x 500mm RAZ racks
* **Number of Gate Motors Required: 2 Automatic Gate Motors**

**2.7 System Integration**

* **Scope**:
  + **System Integration:** Integrate the new access control systems i.e. Integrate the Boom Gates, Tyre Spiking Device, Employee Access Card System, LPR & CCTV Cameras

**2.7 General Requirements**

* **Project Timeline**: The entire project should be completed within 60 days from the date of commencement.
* **Training**: Provide comprehensive training to NHBRC security personnel on the operation and maintenance of all installed systems.
* **Documentation**: Submit detailed manuals, warranty information, and compliance certificates upon project completion.
* **Maintenance Support**: Offer a 12-month post-installation maintenance and support service agreement.

**2.8 Notes**

* **Site Assessment**: Conduct a thorough site assessment prior to installation to identify optimal locations for equipment and address potential challenges.
* **Quality Assurance**: All equipment and installation work must meet the relevant South African Bureau of Standards (SABS) specifications.

2.9 This Scope of Works aims to fortify the NHBRC's security infrastructure, mitigating risks and ensuring the safety of personnel and assets.

1. **DELIVERABLES**

**Below are the expected deliverables from the service provider:**

a) Supply and Installation of Access Control Booms

b) Supply and Installation of License Plate Recognition (LPR) Cameras & CCTV Cameras

c) Supply and Installation of Tyre Spiking Devices

d) Link employee ID cards to the Boom Gate access control points

e) Supply and Installation of two (2) Gate Motors for the main gate into the premises.

f) System Integration and Testing

g) Training and Skills Transfer

h) **Provide Maintenance and Support for 24 months** after the original warranty has expired.

1. **PROJECT TIMELINES**

**Project Timeline**: **The entire project should be completed within 60 days from the date of commencement.**

1. **EVALUATION OF THE SERVICE PROVIDER: TECHNICAL MANDATORY REQUIREMENTS**

3.1. Bidder(s) must possess specialist expertise and capacity (resources) in the areas of (a) forensic investigation, (b) PFMA / Treasury Regulation Knowledge and (c) law. **The service provider must indicate compliance with this requirement as follows- “Comply” with a X or "Not comply” with an X.**

3.2. Important to Note: The following specific requirements must be met by the bidders, and it will be expected of bidders to supply proof or confirm their commitment where applicable. Bidders must meet the following technical mandatory criteria. **N.B:** **Bidders who do not meet all the functional/technical mandatory criteria shall be disqualified.**

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| --- | --- | --- |
| **Technical Mandatory Criteria** | **Comply** | **Not Comply** |
| Service Provider Experience and Knowledge  * The service provider should have a minimum of 05 years’ experience in supply and installation of access controls systems; including:   + **Access Control Boom Gates**;   + **License Plate Recognition (LPR) Cameras** **& CCTV Cameras**   + **Tyre Spiking Devices**   + **Employee Access Card System**   + **Gate Motors**   + **System Integration** |  |  |
| ***As proof, please provide a company profile indicating necessary experience and expertise*** | | |
| Reference Letters  * The service provider should provide a minimum of 5 reference letters of similar projects conducted in the past 10 years. |  |  |
| ***As proof, please furnish signed copies of contactable client reference letters on client / company letterhead providing details of work performed in access control systems, within the last 10 years.***  **NHBRC reserves the right to call the clients to obtain further information** | | |
| **Accreditation to PSIRA Registration (Private Security Industry Regulatory Authority)**  The service provider should be registered with PSIRA and be in good standing with the Regulator. |  |  |
| ***As proof, please provide a valid PSIRA membership certificate*** | | |

1. **EVALUATION OF THE SERVICE PROVIDER: TECHNICAL EVALUATION REQUIREMENTS (80%)**

**6.1** The functionality should be assessed in the following manner with 80% functionality criteria.

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| 6.1.1. Service Provider Experience and Knowledge **(40 Points)** | **Service Provider Name and Score** |
| The service provider should have a minimum of 05 years’ experience in the supply and installation of access controls systems; including:   * + **Access Control Boom Gates**;   + **License Plate Recognition (LPR) Cameras & CCTV Cameras**   + **Tyre Spiking Devices**   + **Employee Access Card System**   + **Gate Motors**   + **System Integration** |  |
| ***As proof, please provide a company profile indicating necessary experience and expertise*** |
| **Scoring Criteria:** |
| **The Service Provider has at least 5 years’ experience = 30 Points** |  |
| **The Service Provider has at least 4 years’ experience = 20 Points** |  |
| **The Service Provider has at least 3 years’ experience = 10 Points** |  |
| **The Service Provider has at least 2 years’ experience = 5 Points** |  |
| **The Service Provider has at least 1 years’ experience = 0 Points** |  |
| 6.1.2. Reference Letters **(30 Points)** | **Service Provider Name and Score** |
| **6.1.2.1** The service provider should provide a minimum of 5 reference letters of similar projects conducted in the past 10 years. |  |
| ***As proof, please furnish signed copies of contactable client reference letters on client / company letterhead providing details of work performed in access control systems, within the last 10 years.***  **NHBRC reserves the right to call the clients to obtain further information** |  |
| **Scoring Criteria:** |  |
| **The Service Provider has at least 5 reference letters = 30 Points** |  |
| **The Service Provider has at least 4 reference letters = 20 Points** |  |
| **The Service Provider has atleast 3 reference letters = 10 Points** |  |
| **The Service Provider has atleast 2 reference letters = 5 Points** |  |
| **The Service Provider has at least 1 reference letters = 0 Points** |  |
| 6.1.3 Accreditation to PSIRA Registration (Private Security Industry Regulatory Authority) **(10 Points)** | **Service Provider Name and Score** |
| 6.1.3.1 The service provider should be registered with PSIRA and be in good standing with the Regulator. |  |
| ***As proof, please provide a valid PSIRA membership certificate*** |  |
| **Scoring Criteria:** |  |
| **The Service Provider has a valid membership with *PSIRA* = 10 Points** |  |
| **The Service Provider does not have a valid membership with *PSIRA* = 0 Points** |  |

1. **PRICE AND PREFERENCE POINTS EVALUATION (20%)**

7.1. The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations about the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations, 2022 and bids will be adjudicated in terms of the (80/20) preference points system.

7.2. Points will be awarded to service providers as per the ***80/20 Preference point system (for the acquisition of services, works or goods with a Rand value not more than R 50 million) (all applicable taxes included)***

*7.3.* *The points scored for price will be added to the points scored for preference points to obtain the Bidders total points scored out of 100 points*

1. **APPROVAL**

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| --- | --- | --- | --- | --- | --- |
| **PREPARED BY** | | | **APPROVED BY** | | |
| **Name** | | **Peter Jordan** | **Name** | **Bongani Monareng** | |
| **Position** | | **Security Administrator** | **Position** | **Acting Chief Risk Officer** | |
|  | | |  | | |
| **Date** |  | | **Date** | |  |