



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: CCTV SYSTEMS

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to weziwe@bccollege.co.za; cc: zimkhitha@bccollege.co.za

Kindly submit the following **REQUIRED** documents when responding to the RFQ

- Signed quotation (quotations not signed will be eliminated)
- Declaration forms (SBD 4, 8 and 9)
- Certified BEE certificate (0 points will be awarded for BEE certificates that are not certified)
- Tax Clearance Certificate
- CSD report
- Bank Confirmation Letter (not older than 3 months)

N.B .Compulsory site briefing will be held on 22 March 2022 @ 10 Am;

Address: Cnr Lukin & King Street (East London Campus)

East London

5201

Closing Date: 30 March 2022 at 12h00 am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

Enquiries: Ms Weziwe Gwabavu / Zimkhitha Jikwana

043 704 9241



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

To : Whom it may concern
From : Buffalo City TVET College
Subject : Request for price quotation
Date : 02 March 2022

Kindly find Buffalo City TVET College's specification below for the appointment of a suitable service provider as per the details below:

Appointment of a Consultant for the Close Circuit Television (CCTV) systems

Background information:

Buffalo City TVET College has a mixed variety of CCTV system in place comprising of old non-working units and some few modern units in place. Buffalo City TVET College seeks to appoint a consultant to conduct assessment and subsequently project manage the new installation of CCTV for the following sites:

- St Marks Campus
- East London Campus
- John Knox Bokhwe Campus
- King Street
- Belgravia Hostels
- Gloucester House

Objectives

- To provide consultancy services
- To compile the specification of the new technology that will upgrade the existing CCTV systems
- To ensure comprehensive security to Buffalo City TVET College.

Role of the Consultant

- The role of the service provider is to draft tender specifications for the scope of work below.
- Provide weekly and monthly reports on milestones achieved and challenges thereof
- Project management from appointment of contractor to hand over period.

Scope of Work

- The role of the external security service consultant (the consultant), in the field of electronic security is to act for and on the security requirements of BCC.

Project stages

Stage 1 : Project Inception

- a) The successfully appointed consultant will conduct a conditional assessment on the existing services, produce a report detailing the current status, remedial or upgrading work required to achieve the expected benefits of the integrated security systems.
- a) The consultant will prepare a project implementation plan for the approval of the project. Buffalo City TVET College will review and accept the conditional assessment report and project implementation plan. The consultant will be required to advise among other things on the following:
 - i. Which phases can be undertaken concurrently and sequentially i.e. indicate those

phases that are dependent on a previous phase having been completed.

- II. Identification of all risks related to the various phases, and a detailed risk management plan on how these risks will be managed and reduced where possible.
- I. The impact on existing infrastructure and outlining the possibilities of expanding existing infrastructure.

Stage 2: Preliminary Design

The consultant will prepare a preliminary design, project phases/milestones which are linked to cost estimates for the work required and project duration. BCC will approve the preliminary design report and cost estimates (budget). This stage may involve more than one meeting of presentations and discussions.

Stage 3: Design Development

The consultant will prepare a detailed design based on the approved preliminary design and the client (BCC) will approve the detailed design. This stage may involve more than one meeting of presentations and discussions.

Stage 4: Documentation and Procurement

The consultant will prepare a detailed project specification, bills of quantities and produce a complete tender document.

Draw up specifications for:

- I. the close circuit television (CCTV) for camera gaps in all the floors and buildings of Buffalo City TVET College.
- II. Connection of all to the existing Control rooms.
- III. Upgrading of the existing server rooms & control rooms.
- IV. Providing mapping, layout, and drawings of CCTV

Through Supply Chain Management policy and procedure, BCC will approve the tender document and advertise the tender, close the tender, adjudicate it with the

consultant, and recommend the most suitable tenderer for deliberation and appointment by the Bid Adjudication Committee. The consultant will be required to advise during the evaluation of bids/proposals. Thereafter bcc will appoint the contractor (most suitable tenderer).

Stage 5: Project Supervision and Administration

The sites will be handed over to the contractor (the appointed service provider) for the installation of works as per the designs and specifications. The contractor will do the work under the supervision of the consultant and the College Infrastructure Project Manager. The consultant with the project manager will ensure that they facilitate and ensure that the final completion certificate/s is issued to the client (Buffalo City TVET College).

Stage 6 Project handover and closeout Report

The consultant will prepare the project closeout report. All operation and Maintenance Manuals, warranties, certificates, licenses, as-built drawings, etc. will be handed over to the client (Buffalo City TVET College). Ensure that the sign-off on systems/components of the security system. Oversee the commissioning of the systems and the training requirement program by the suppliers, for the operators.

Mandatory Requirements

- Valid Proof of registration with Private Security Industry Regulatory Authority (PSIRA) for the company and for the consultant. (Failure to submit mandatory requirements will lead to elimination/ automatic disqualification)

All the phases will be approved by the client before the project moves to the next phases/stage.

Pricing Structure

PROFESSIONAL FINANCIAL PROPOSAL (PROFESSIONAL FEE STRUCTURE)

Schedule A1: Calculated Tender Fees

CCTV Consultant	
Item A. Estimated Installation Costs of CCTV to BCTVET campuses/ Sites	R1 500 0000 (Excl of VAT)
Fee Percentage Tendered based on Item A above	

Provisional amount for other professional disciplines		R0
Total Fee Percentage Converted to Amount (carry forward to summary)		
Activities per stage	Fee percentage weighting	Calculated Tendered Fees/ Stage
Stage 1	5%	
Stage 2	20%	
Stage 3	20%	
Stage 4	10%	
Stage 5	35%	
Stage 6	10%	
Total Fees		

Summary:

SUMMARY – TOTALS FOR SCHEDULE A1, A2 FOR FEES & DISBURSEMENT – FINAL OFFER	
From Schedules A1 – Total Amount for fees	R
From Schedule A2 – Total Amount for Disbursements	R
Total Consultancy Services Amount Offered (Including VAT)	R

Additional Requirements

All quotations are to be submitted to the Procurement Office with the following attachments:

- Proof of CSD registration
- Valid certified BEE certificate or Sworn Affidavit
- Valid Tax clearance
- SBD 4,8 &9

N. Ngxekana



A.D : Infrastructure

Z.Chola



DP : Corporate Services

S.Siwisa



A.D : Procurement

14/03/2022