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REQUEST FOR PROPOSAL

ST FRANCIS BAY

CCTV SURVEILLANCE

November 2017

CONTENTS LIST

1. Request for Proposal	3
2. Bidding Procedures	4
2.1 <i>Bid Submission Instructions</i>	4
2.2 <i>Clarification and Queries</i>	4
2.3 <i>Basis of Information</i>	4
2.4 <i>Information Required from Bidders</i>	4
2.5 <i>Cost of Proposals</i>	5
2.6 <i>Opening of Proposals</i>	5
2.7 <i>Validity Period</i>	5
2.8 <i>Acceptance of Proposals</i>	5
2.9 <i>Documentation forming Part of the Contract</i>	5
3. Scope of Work	6
3.1 <i>Background</i>	6
3.2 <i>Scope of Work Required</i>	6
4. Returnable Documents	8
4.1 <i>List of Returnable Documents</i>	8
4.2 <i>Returnable Schedules</i>	8
4.3 <i>General Information</i>	8
4.4 <i>Authority for Signatory</i>	11
4.5 <i>Applicable Experience</i>	12
5. Commercial Offer	13
6. The Contract	14

1. REQUEST FOR PROPOSAL

St Francis Property Owners NPC (SFPO-NPC) hereby invites CCTV service providers to submit a proposal to provide a CCTV surveillance service in St Francis Bay.

Only proposals submitted by bidders that were specifically invited by SFPO-NPC will be considered.

No briefing session or site visit will be held.

Proposals must be submitted before Friday, 8th December 2017 at 11:00. Particulars with regard to the submission of proposals appear in Section 2.1 of this Request for Proposal (RFP).

Enquiries relating to this RFP should be addressed in writing **only** to Mr. Greg Miller, E-mail address greg_miller@live.co.za.

2. BIDDING PROCEDURES

2.1 Bid Submission Instructions

Proposals with all supporting documentation must be sealed in an envelope clearly marked ST FRANCIS BAY – CCTV SURVEILLANCE, closing date 8th December 2017, with the name of the bidder, and shall be placed in the tender box in the office of SFPO-NPC in the Alva Merle Building at 115 St Francis Drive, St Francis Bay before 11:00 on the closing date. It remains the responsibility of the bidder to ensure that the proposal is delivered in the tender box prior to the closing date and time, should the bidder use a courier company to deliver the proposal.

Proposals may also be submitted via E-mail in **PDF format only**. E-mails must be sent to Mr. Greg Miller at greg_miller@live.co.za before 11:00 on the closing date. E-mail sizes must be limited to 10 Mb maximum. Should the documentation submitted by the bidder exceed 10 Mb, then the proposal must be submitted via more than one E-mail, and the E-mails must be clearly marked as such (e.g. E-mail 1 of 2 and E-mail 2 of 2). All attachments to the E-mails must be clearly marked in a numerical order with reference to the submission and this RFP document.

2.2 Clarification and Queries

All requests for clarification or further information **must be made in writing**. The requests must be sent to Mr. Greg Miller at E-mail address greg_miller@live.co.za. The closing date and time for requests will be Wednesday, 6th December 2017 at 12:00.

Responses will be copied to all bidders via E-mail.

2.3 Basis of Information

The following information is made available to bidders to inform their bid response:

- A map showing proposed camera positions in selected areas as identified by SFPO-NPC.

SFPO-NPC provides no warranties regarding the information provided and bidders are required to undertake their own due diligence with regard to camera positioning to ensure effective surveillance.

2.4 Information Required from Bidders

All information requested in this RFP document must be provided. SFPO-NPC may regard proposals which do not provide all the data or information requested completely and in the form required as being non-responsive.

Bidders are required to enter information in the following sections of this RFP document:

Section 4.3: General Information;

Section 4.4: Authority for Signatory;

Section 4.5: Applicable experience; and

Section 5: Pricing Schedule.

The abovementioned sections shall, where required, be signed by the authorised signatory of the bidder.

In addition, the bidder must submit all documents listed in Section 4.1 of this document.

2.5 Cost of Proposals

Bidders must prepare and submit proposals at their own cost. SFPO-NPC will not compensate bidders for any costs incurred in the preparation and submission of proposals, nor for any costs incurred in attending any meetings in the offices of SFPO-NPC prior to the appointment of the successful bidder.

2.6 Opening of Proposals

There will be no public opening of proposals received.

2.7 Validity Period

Proposals submitted by bidders shall be valid for 90 days from the closing date.

2.8 Acceptance of Proposals

SFPO-NPC will evaluate proposals on a quality as well as a price basis, and intend to appoint a bidder that it believes, in its sole discretion, will best meet the requirements of this Request for Proposals. SFPO-NPC will only appoint a bidder if SFPO-NPC is convinced that the service that the bidder will deliver will satisfy SFPO-NPC's need.

SFPO-NPC reserves the right to accept any proposal in part or in full.

SFPO-NPC reserves the right not to accept any or the lowest priced proposal.

SFPO-NPC reserves the right to request any bidder to provide any additional information, or to clarify any aspect of his proposal. In addition, SFPO reserves the right to request any or all bidders to make presentations to it.

SFPO-NPC reserves the right to abandon the procurement process at any stage without incurring any liability to any bidder for such abandonment.

2.9 Documentation forming Part of the Contract

All the contents of this document, including the information entered by the bidder in Sections 4.3, 4.4, 4.5, 5 and all returnable documents and information submitted by the bidder as part of the bidding process, shall form part of the contract arising from the Request for Proposal, subject to the validity of such returnable documents.

3. SCOPE OF WORK

3.1 Background

SFPO-NPC have identified the need to install CCTV surveillance infrastructure to monitor the geographical area of St Francis Bay to improve security.

The first order requirements have been identified through a series of workshops by a group of role players comprising three local private security companies (Calibre, Smhart and G4S), the South African Police Service, SFB Neighbourhood Watch, St Francis Property Owners, and the Police Sector Forums for St Francis, St Francis Bay and Cape St Francis, the Kouga Municipality's Law Enforcement leadership and a resident with extensive British Police experience.

CCTV surveillance will be implemented in a two-phase process. Phase 1 will include cameras positioned to cover the major intersections along arterial roads, the entrance/exit points of the town, access points to the canals as well as the beaches. The attached drawing shows the proposed camera positions. Phase 2, if required, will focus on extending CCTV surveillance to lower order streets through the installation of additional cameras.

Proposals submitted must be for Phase 1 only, but it must be possible to extend the proposed Phase 1 infrastructure in future, should it be deemed necessary to implement Phase 2.

3.2 Scope of Work Required

The successful bidder will be required to use its knowledge, expertise and experience to provide a one-stop CCTV surveillance service to the community of St Francis Bay. All the necessary infrastructure and equipment and manpower required must be provided to render the required service. The scope of work provided by the bidder must include for:

- The geographical area to be covered as shown on the attached map which also includes the anticipated camera positions as identified;
- CCTV surveillance to cover the various modes of motorised and non-motorised transport including boats and other forms of water transport and pedestrians;
- The establishment and equipping of a fully operational monitoring control centre **within** St Francis Bay;
- The planning and design of surveillance infrastructure, including determining the effective positioning of cameras, equipment and infrastructure necessary for the digital transfer of data from the cameras to the monitoring control centre. The bidder's layout of infrastructure shall, as a point of departure, be based on the proposed camera positioning shown on the drawing attached to this RFP;
- All installations should use existing infrastructure where possible, be environmentally friendly and in keeping with the aesthetic norms of St Francis Bay;
- Where required, power supply for all infrastructure installed shall be the responsibility of the service provider;
- Installation of all the required infrastructure and equipment designed by the bidder. The infrastructure, equipment and software provided must ensure:
 - Day/night monitoring of pedestrian, vehicular and boat movement;

- Licence plate recognition at the entrance/exit points;
- Capturing and storage of data as required by law such that the data can be used as evidence for the prosecution of transgressors;
- Backup of all data; and
- Storage of all data captured for a period of 180 days;
- Uptime of all infrastructure and equipment provided to be a minimum of 98% measured with actual uptime reported monthly;
- Maintenance of all infrastructure and equipment and the prompt replacement of damaged infrastructure and faulty equipment;
- Upgrading of infrastructure and equipment when such infrastructure becomes outdated to ensure that it is appropriate in terms of available technology;
- Adequately manning the monitoring control centre 24 hours per day, 7 days per week. The personnel manning the monitoring control centre must be appropriately trained and have security clearance as per industry norms;
- Identifying incidents and logging same;
- Reporting incidents to the South African Police Service in St Francis Bay;
- Responding to incidents;
- Providing monthly reports with statistics to SFPO-NPC;
- Establishing a working relationship with security companies that are monitoring private properties within St Francis Bay and that are providing armed response services to the properties monitored by them;
- Establishing a working relationship with the South African Police Service in St Francis Bay;
- Appearing in court to verify data as recorded and give evidence; and
- It is envisaged that the initial appointment will be for a period of 5 years.

Noting the above scope, the bidder must provide for a holistic service that will allow the scope as detailed above to be implemented without any additional compensation.

4. RETURNABLE DOCUMENTS

4.1 List of Returnable Documents

Bidders are required to submit the following documents with their proposals:

- A document that clearly demonstrates the bidder's understanding of SFPO-NPC's requirements and the approach the bidder will follow to apply his experience, expertise and knowledge to arrive at a holistic solution that will best address SFPO-NPC's needs. This must be a specific write-up to address this request for proposal and not a generic document.
- Sufficient information on the planned technology, infrastructure, equipment and operational procedures must be provided in the bid to convince the SFPO-NPC that the bidder will provide the required service;
- A document that clearly sets out the commercial offer of the bidder. Refer to Section 5;
- A proposed programme to implement this assignment from appointment / inception to infrastructure and the monitoring centre being fully operational;
- A description of relevant experience, expertise and knowledge of the bidder;
- Information on its annual turnover (revenue in ZAR);
- The names, qualifications and curricula vitae of all key personnel that will be allocated to this project;
- A certified copy of a currently valid Tax Clearance Certificate issued by the South African Revenue Services;
- Proof of registration with relevant South African regulatory bodies, such as PSIRA; and
- A copy of its BBBEE Rating Certificate.

4.2 Returnable Schedules

Bidders are required to provide the requested information in the returnable schedules listed below:

- General Information (Section 4.3)
- Authority for Signatory (Section 4.4)
- Applicable Experience (Section 4.5)

4.3 General Information

1. Name of bidding entity:

2. Contact details

Address :

Tel no : _____

Fax no : _____

E-mail address : _____

3. Legal entity: Mark with an X

Sole proprietor	
Partnership	
Close corporation	
Company (Pty) Ltd	
Joint venture	

In the case of a Joint venture, provide details on joint venture members:

Joint venture member	Type of entity (as defined above)

4. Income tax reference number: _____
(in the case of a joint venture, provide for all joint venture members)

5. VAT registration number (if any): _____
(in the case of a joint venture, provide for all joint venture members)

6. Company or closed corporation registration number: _____
(in the case of a joint venture, provide for all joint venture members)

7. Details of proprietor, partners, closed corporation members, or company directors, indicating technical qualifications where applicable in the table below.

8. For joint ventures the following must be attached:

- Written power of attorney for authorized signatory;
- Pro-forma of the joint venture agreement;

DETAILS OF PROPRIETOR, PARTNERS, CLOSED CORPORATION MEMBERS OR COMPANY DIRECTORS

Name and Identity Number	Relevant qualifications and experience	Years of relevant experience

4.4 Authority for Signatory

Details of person responsible for bid process:

Name

Address of office submitting the bid
.....
.....
.....

Telephone No.

Fax No.

E-mail address

Resolution of the board of directors:

By resolution of the board of directors passed on (date)

Mr/Ms

has been duly authorised to sign all documents in connection with the **Request for Proposal** for **ST FRANCIS BAY – CCTV SURVEILLANCE** and any contract which may arise therefrom on behalf of

.....
Signed on behalf of the Company

Full names of signatory

in his capacity as

Date

As witnesses 1.

2.

5. COMMERCIAL OFFER

Bidders are required to submit a document that clearly sets out its commercial offer.

Offers must be unambiguous without any hidden costs and it must be clear whether VAT is included or excluded. The commercial offering must include all costs that will be incurred by the bidder and for all work that will be carried out by him, and it must include all payments to sub-contractors and specialists and all disbursements.

All rates and sums of money quoted in the commercial offer must be in South African Rand and whole cents.

In terms of financing it is envisaged that this project will be vendor financed and preference will be given to proposals that do not require an initial capital layout from SFPO-NPC, and is based on a monthly cost for the service rendered over the duration of the appointment.

The commercial offer must break down the various items of the service provided monthly and these items must be costed monthly in the pricing schedule below. Provision has been made in the pricing schedule for additional items not listed.

Costing per line item as identified by the service provider must be fixed for the first 12 months and then subject to escalation at 12 monthly intervals thereafter.

It is noted that once tenders have been received negotiations may take place if deemed necessary by SFPO-NPC.

No variation to the concluded contract will be valid unless agreed to by both Parties, reduced to writing, and signed by both Parties.

PRICING SCHEDULE (YEAR 1)					
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Provide, maintain, and upgrade a fully equipped monitoring control centre	Month	1		
2	Staffing the monitoring control centre	Month	1		
3	Provide, maintain, upgrade & replace faulty cameras and associated infrastructure	Month	1		
4	Provide armed response services	Month	1		
5	Capturing, back-up and storage of data	Month	1		
6	Co-operation with others and reporting	Month	1		
7		Month	1		
8		Month	1		
9		Month	1		
10		Month	1		
11		Month	1		
12		Month	1		
	Sub-total (excluding VAT)				
	Value Added Tax				
	Total				
ESCALATION					%

6. THE CONTRACT

This RFP document and the proposal submitted by the successful bidder shall form the basis of the Contract. Any subsequent amendments, additions and variations agreed to between SFPO-NPC and the bidder and reduced to writing will form part of the contract concluded between the Parties.