



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 21 October 2016

SERVICE PROVIDER TO DO MAINTAINANCE OF CCTV FOR 12 MONTHS

Bidders are hereby invited to submit quotation for maintainance of CCTV for 12 months, Terms of Reference will be available on the website and scm office for free.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality with Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Document. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 1st November 2016**, All tenders must be clearly marked "Name of the project and Reference number indicated above.

No Service provider will be considered if a person(s) working for the service of the State

Enquiries:

All technical enquiries may be directed to Mr.A. Mandlana 039 255 8569 SCM Mr T Mbukushe 0392558555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T. Nota
813 Main Street or P/Bag X9020
MT FRERE

5090
Tel: (039) 255 8500
Fax: (039) 255 01673


GPT NOTA
MUNICIPAL MANAGER



UMZIMVUBU

LOCAL MUNICIPALITY

CCTV MAINTENANCE CONTRACT: 12 MONTH PERIOD

1. Background

The Umzimvubu local municipality has installed CCTV in its security for better security. In order to maintain the extremely high security standards demanded by management, the CCTV operation/effectiveness needs to be of the highest standard.

The municipality has 30 CCTV cameras which vary from internal and external cameras.

2. Purpose of the request for proposal

The Umzimvubu municipality requires the services of a suitably qualified, experienced and specialized service provider to repair and maintain the current in-house CCTV system. This will include maintenance as well as emergency/ad hoc call outs. Being the central component of any form of safety and security protection, the CCTV system deserves the highest level of care and maintenance achievable. It is only as effective as the quality of care and maintenance the system receives.

3. Mandatory Requirements:

- The service provider must be Umzimvubu municipality based (within a 50 km radius of the municipal offices, 813 Main Street Mount Frere). Attach proof of location.
- The service provider must be PSIRA certified. **Attach proof**

Please note: failure to meet the mandatory requirements as illustrated above will result in your submission being deemed non-responsive and will not be evaluated.

4. Mandatory Scope of Works:

Does the service provider comply with the mandatory scope of works requirements :Please tick as illustrated	YES ✓	NO X
<p>Monthly service (3 days per month required) to be conducted; where the following tasks (although not limited to), will be carried out:</p> <p>Response to call outs:</p> <ul style="list-style-type: none"> • Emergencies must be within 2 hours and time period for repairs must be within 4 hours • Ad hoc call outs before midday — response must be the same day and time period for repairs must be within 4 hours <p>Ad hoc call outs after midday — response must be within 24 hours and time period for repairs must be within 4 hours.</p>		
Technician will ensure the system is fully operational.		
All cameras are available on the network.		
All cameras are checked for focus.		
All cameras shall conform to a minimum of a 30 day recording period.		
All cameras are pointing in the correct direction.		
All camera lenses are clean (picture clarity).		
All outdoor housings are secure and sealed.		
Physical check on all patch rooms and switches to ensure neatness and functionality.		
Routine cleaning of lens covers will be performed as and when required.		

Should the appointed company need the assistance of equipment such as Skyjack or Cherry Picker, it must be arranged beforehand.		
All discrepancies on any camera will be verified by the duty Assistant Manager: Public Safety, documented on the technician's service sheet before being rectified and adjusted accordingly.		
A service sheet will be completed by the technician, and attached to the job card upon completion of the service. It will be signed by the Assistant Manager: Public Safety to ensure that all cameras worked on, were checked.		
Routine maintenance will be carried out in all patch rooms, risers and switch locations to ensure that the system is fully functional at all times.		

5. Preconditions

A written proposal/quotation will not be considered unless the provider who submits the quotation provides the following with their proposal quotation:

- 5.1 Full name
- 5.2 Identification or company or other registration number
- 5.3 Tax reference number and VAT number, if any
- 5.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 5.5 Valid BBBEE Certificate
- 5.6 MBD 4 Declaration of Interest form must be completed
- 5.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made

6. Requirements to submit quotations

6.1 All schedules in this document must be populated and will form the quotation.

7. Contact Person

Technical enquiries

MR A.N. MANDLANA

0392558500

8. Closing Date

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Supply Chain Office and are to be placed in the Tender Box at Umzimvubu Municipality Offices in Mount Frere **before 12h00 on _____ October 2016.**

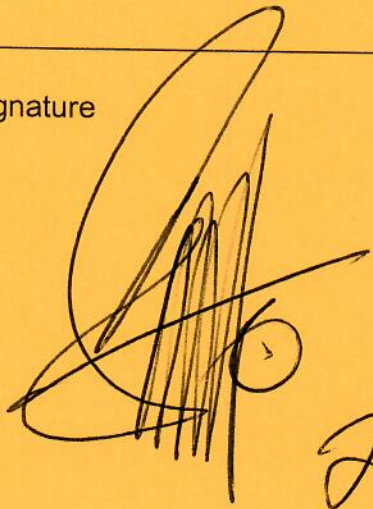
9. Compulsory Price Schedule

DESCRIPTION		
MONTHLY SERVICE CONTRACT	Monthly cost (excl Vat)	R
	Vat 14%	R
	Monthly cost (incl Vat)	R
ADDITIONAL COST FOR EMERGENCY CALL OUTS. RESPOMNSE TIME WITHIN 2 HOURS	Weekdays 8:am to 5:pm	R
	Weekdays after hours: 5:pm	R
	Weekend	R
ADDITIONAL COSTS FOR AD HOC CALL OUTS, RESPONSE TIME WITHIN 24 HOURS	Weekdays 8:am to 5:pm	R
	Weekdays after hours: 5:pm	R
	Weekend	R
PROPOSED VALUE ADDITION		

The contract will commence from **1 NOVEMBR 2016** and run for a period of **twelve (12)** months

I.....
being duly authorized thereto bydo hereby
confirm that the information contained herein is true and correct and acknowledge
that, should it be established that any of the information contained herein is false and
incorrect, my company may be disqualified from quoting to Umzimvubu local
municipality .

Signature

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and vertical strokes.

Date

A handwritten date in black ink, written as "2016/10/18" with a horizontal line underneath.