



ALFRED NZO

DISTRICT MUNICIPALITY

TERMS OF REFERENCE

NAME OF THE PROJECT: PROVIDING AND INSTALLATION OF BIOMETRIC ACCESS CONTROL FOR ANDM ICT OFFICE

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 the Biometric Access Control for one ANDM ICT Office.

2. AIM OF THE PROJECT

The aim of this project is to install Access control to the ICT office by means of fingerprint identification door lock so that we can be able track and print reports on who entered the ICT office and at what time, as it the main access to the server room.

3. SPECIFICATION

ITEM NO.	DESCRIPTION	QUANTITY
1	Biometric Access Control <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	1

	<ul style="list-style-type: none"> • Standard RFID card reader, optional Mifare or HID card reader • Optional SC021 or SC822 access controller • Fingerprint capacity – 3000 / 5000 • Log capacity – greater than 5000 • Supports realtime record download; online monitor; remote access control and server identification 	
--	--	--

4. SCOPE OF WORK

- The appointed service provider will be responsible for providing and installation of Biometric Access Control
- Testing that the Biometric Access Control is working and do print reports

5. PROJECT MANAGEMENT

The service provider will work very close with the ICT Unit, the contact persons is Mr X.H. Malunga.

6. TIMEFRAME

The Appointed Service Provider will be required to deliver within 30 days after the award.

7. PROJECT BUDGET

Service providers must quote driven by cost saving methods and prices which are commensurate to the specified scope of work.

8. EVALUATION CRITERIA

The proposals 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.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100
• Previous Experience	60
• Capacity and Expertise	40
• Methodology	0
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINT	
BBBEE POINTS	
Price	20
	80
TOTAL	100

Bidders will be evaluated according to the following

Functionality consists of the following:


Functionality	100
1. Previous experience on Biometric Access Controls.	60
The provider must demonstrate company experience by providing at least three completion certificates of similar projects where they have installed Biometric Access Controls.	
<ul style="list-style-type: none"> • Three (3) Completion Certificates 	60
<ul style="list-style-type: none"> • Two (2) Completion Certificates 	30
2. Capacity and expertise to undertake the work	40
The provider's technical team assigned to undertake the project must have relevant experience of executing similar services	
<ul style="list-style-type: none"> • Project leader must have a qualification in Project Management and must have been involved in more than three (3) projects of Biometric Access Controls installation. 	20
<ul style="list-style-type: none"> • Project leader must have a qualification in Project Management and must have been involved in more than two (2) projects of Biometric Access Controls installation. 	10
<ul style="list-style-type: none"> • Project leader never involved in the project of this nature. 	0
<ul style="list-style-type: none"> • Team members must be certified in Biometric Access Installation and must have been involved in more than three (3) projects of installing the Biometric Access Control. 	10
3. Implementation Plan	
<ul style="list-style-type: none"> • Comprehensive project implementation plan demonstrating understanding of the project and payment schedule for the duration of the project and support services (SLA) if they will be needed post project implementation. 	

(Completion certificates must be attached)

PREFERENTIAL PROCUREMENT POINTS WILL BE AWARDED AS FOLLOWS

Description	Weight
The Service Provider must have proven record in installation of Biometric Access Controls	50
Three (3) completion certificates	50
Two (2) completion certificates	30
One (1) completion certificate	20
Capacity and expertise to undertake the work	30
Three (3) Biometric Access Controls	30
Two (2) Biometric Access Controls	20
Less than two (>2) Biometric Access Controls	10
Certification related to Biometric Access Control equipment installation	20
Three or more staff with Certification in Biometric Access Control Installation	20
Two staff with Certificate in Biometric Access Control installation	15
One or more staff with Biometric Access Control installation course	10
Total	100


Recommended by



Mrs. T. Luvalo
Assistant Manager Systems Support

_____ Date

Approved by



Mr. N. R. Xolo
Acting Senior Manager: CPS

_____ Date