

## REQUEST FOR PROPOSAL (RFP)

### PROVISION OF CLOSE-CIRCUIT TELEVISION EXPANSION AT BIDVEST WANDERERS STADIUM

**RFP number:** RFP - CLOSE-CIRCUIT TELEVISION EXPANSION – 1/2017

**Nature of service:** CLOSE-CIRCUIT TELEVISION EXPANSION

**Nature of bid:** Open RFP

**Closing date for proposal:** 27 June 2017 – 12h00

#### REQUEST FOR PROPOSAL

It is the intent of the Gauteng Cricket Board to appoint a Close-Circuit Television Service Provider to provide a professional Close-Circuit Television at Bidvest Wanderers Stadium. The provision of these services must be in accordance with the required international standards that Gauteng Cricket Board are expected to deliver to its stakeholders. It is imperative that the required services are delivered in a cost effective manner without compromising the required standards. The Close-Circuit Television Service Provider will ensure that the required levels of staff are adequately trained and familiar with the work environment.

The Close-Circuit Television service will be delivered to the Gauteng Cricket Board and Bidvest Wanderers Stadium for the period agreed to by both parties given the scope of the work.

#### NATURE OF THE BUSINESS

The GCB is a Non Profit Company (NPC) with legal personality, including the right to acquire rights and obligations in its name. The GCB is currently governed by the Board of Directors.

The objectives of the GCB, amongst others, are:

- Developing financially strong commercial and stadium operations through sound financial planning;
- Promote and encourage strength in all aspects of the affiliated clubs, schools and associations;
- Provide motivate and achieve excellence through its activities, enabling it to produce highly competitive teams;

- Afford all members of its community the opportunity to actively participate and improve their quality of life;
- Nurture, foster and develop young players and
- Maintain its world class cricketing facility.

### **Additional Information**

The GCB employs around 40 employees, all based at its Head Office at the Wanderers and around 50 independent coaches as part of the development program.

The Stadium Department is under the leadership of the Chief Executive Officer, Mr. Greg Fredericks, a Stadium Manager and a Stadium Maintenance Supervisor.

### **REQUIREMENTS FOR RFP PURPOSES.**

You are hereby invited to provide a proposal based on the following requirements.

#### **1. Scope of Work.**

- 1.1 Integrate the existing CCTV infrastructure, as per the Bidvest Wanderers Stadium lay-out plan.
- 1.2 The current installation comprises 36 cameras.
- 1.3 Viewing stations are in Stadium Management office, Venue Operation Centre and Security Guard house.
- 1.4 Improvements to the existing storage capacity.
- 1.5 Installation of CCTV coverage in the spectator and player areas.
- 1.6 Installation of CCTV coverage around Gates 1,2 and 4.
- 1.7 Coverage of players practice facility (lower rugby)
- 1.8 Coverage of indoor nets facility.
- 1.9 CCTV coverage of 3 new lift installations.
- 1.10 CCTV coverage of Corlett Drive to Irene Road and Upper Rugby field entrance.

### **COMPETENCY REQUIREMENTS**

- The team to be assigned to the account of the Group must be competent and efficient;
- The firm must be independent and objective; and
- Preference will be given to the firm that demonstrates excellent technical ability as well as reputation in the industry.

## **SUBMISSION REQUIREMENTS**

All submissions should, at minimum, contain the following information:

- A cover letter (see Annexure A).
- Company profile including the organogram of the organisation.
- Relevant information about the bidder to enable the Group to assess the competency of the bidder.
- A brief curriculum vitae of the Director/Partner who will be in charge of the Group's account as well as the Manager or Supervisor.
- Capacity of the bidder to execute the services.
- A detailed approach and methodology that will be adopted by the bidder and an explanation of how the approach and methodology will be efficient and effective.
- The details of the contact person who will be the primary liaison with the Group in all correspondence.
- Broad-Based Black Economic Empowerment credentials of the bidder
- Detailed statement on the independence of the bidder, including a declaration of any conflict of interest that may exist and any threats to independence that may exist.
- Details of at least three clients of the bidder including the contact details of the references.
- A valid original tax clearance certificate.
- Standard terms and conditions of the engagement.
- A detailed breakdown of the costing proposal, within prescribed budget.

### **Statement of Additional Requirements**

#### **Documentation that MUST accompany application / minimum criteria**

- a. Copy of Company Registration Certificate.
- b. Three contactable references.
- c. Original BBBEE-Certificate.
- d. Original Tax clearance certificate from SARS.
- e. Original Letter of good standing from COIDA.

## RFP EVALUATION

The quotes will be evaluated on three elements, that is, technical, reputation and credibility; BBBEE and the price. The weighting for the evaluation categories is as follows:

Category	Weighting
Technical, reputation, credibility	65%
B-BBEE	10%
Price	25%

The Group will not be bound to accept the lowest bid.

### The optimisation of the parameters:

Technical, reputation, credibility, cost transparency, quality service provision, reporting and advice to management and empowerment targets will be the basis for the award of the contract.

### Confidentiality

Bidders are prohibited to disclose to any other person, any information provided to them by the Group in the process of bidding.

The Group shall not disclose to any other persons, any confidential proposal information, such as costing, provided by the bidders.

### Contact persons

Any queries the bidders may have must be directed to the following GCB personnel, in writing, by 21 June 2017, to:

Mr Cyril Martin, Stadium Manager, [cyrilm@cricket.co.za](mailto:cyrilm@cricket.co.za)

Response to queries will be circulated to all bidders.

### Proposals received after the deadline date and time will not be considered.

Distribution date: 13 June 2017.

Closing date: 27 June 2017.

Walk-about date: 19 June 2017 at 10h00 (GCB Boardroom).

Evaluation of RFP's bids: 29 June 2017.

**ATTENDANCE IS COMPULSORY FOR ALL BIDDERS.**

All submissions by the bidders will become the property of the Group and will not be returned to the sender.

The quotations must be enclosed in a sealed envelope to be marked:

**“RFP- CLOSE-CIRCUIT TELEVISION EXPANSION – 1/2017”** and must be addressed to the CEO.

**\*\*\*NB. Please include four (4) copies of the RFP for Evaluation purposes.**

Quotations may be hand delivered or couriered to the Gauteng Cricket Board's head office by the deadline date to the address below:

Attention: Greg Fredericks  
Bidvest Wanderers Stadium  
Corlett Drive  
Illovo  
Johannesburg  
2196

Proposals sent by email or fax will not be accepted.

**Presentations**

Shortlisted bidders may be invited to make presentations to the Gauteng Cricket Board

**Disclaimers**

Bidders must take note that the Group reserves the right to:

- open the proposals at any time after the submission deadline;
- all proposals satisfying the requirements of this Request for Proposal will be evaluated to establish which of the proposals best fulfils the needs of the group and this project.
- withdraw this RFP on good cause shown;
- amend any terms of this RFP, change the closing dates and time, amend the specifications of this RFP any time prior to the finalisation of its adjudication;
- reject all proposals received, if it so decides;
- not compensate the bidders for any costs incurred by them in preparing, submitting or presenting their proposal;
- reject any quotation which does not conform to the requirements stated in the RFP;

- disqualify any bidder if found guilty of contravening any of the terms of this RFP;
- extend the closing of this RFP; and
- disqualify any bid submitted after the deadline date and time.

## **Representation**

The bidders acknowledge that in responding to this RFP:

- they do not rely on any representation, letter, document or arrangement, whether oral or in writing, or other conduct as adding to or amending this RFP;
- they do not rely upon any warranty or representation made by or on behalf of the Group, except such as are expressly provided for in this RFP, but rely entirely upon their own enquiries.

## **ANNEXURE A**

**<Cover letter to be printed on the bidder's letterhead and to be signed by the person authorised to sign on behalf of the bidder>**

<Date>

Mr Gregory Fredericks  
Chief Executive Officer  
Gauteng Cricket Board  
Bidvest Wanderers Stadium  
Corlett Drive  
Illovo  
Johannesburg  
2196

Dear Sir

Re: Proposal for Provision of Close-Circuit Television (expansion) Services.

We hereby offer to provide our professional access control services for the Gauteng Cricket Board ("GCB") in accordance with your Request for Proposal RFP- CLOSE-CIRCUIT TELEVISION EXPANSION – 1/2017. We hereby submit our proposal.

We declare that all the information and statements made in this quotation are true and we accept that any misrepresentations contained in it may lead to our disqualification.

We also confirm that we have read, understood the terms of reference describing our duties and responsibilities required of us in this RFP.

We agree to abide by this Proposal for 90 days.

We fully understand that the Group is not bound to accept this quotation, that we shall bear all costs associated with the preparation and the submission of this quotation, and that the GCB will not be responsible or liable for the costs regardless of the outcome of the bid evaluation.

Yours faithfully,