

PROVISION OF ACCESS CONTROL SYSTEM AT ENPF HEAD OFFICE MANZINI .

Request for Proposal



Reference: ENPF RFP 01/2023

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SECTION A – INVITATION TO TENDER

BACKGROUND

The Eswatini National Provident Fund (ENPF), a member of the International Social Security Association, is primarily responsible for managing the National Provident Fund scheme in ESwatini. It is a statutory body set up by the King's Order in Council No. 23 of 1974. It collects member contributions from employers nationally and pays out benefits to qualifying members. Its membership is currently all employed persons in the country save for civil servants as dictated by the Act.

The Headquarters building in Manzini, is currently under extensive renovations and will need an Access Control Security system to match its architectural standard. The Fund has an average of 95 employees. An up-to-date solution is required which will also provide a centralized solution when expansion to ENPF branches is done. ENPF Headquarters has been using an IXP220 Impro Technologies tag-based Access Control for at least the past 15 years. The system currently sits in a Windows 7 (reached end of life beginning of 2019) desktop Server which is exposed to great security risks since Microsoft stopped providing patch updates.

The Fund therefore invites reputable suppliers to tender for the upgrade of its IXP220 Impro Technologies tag-based Access Control to match the specification detailed in section B.

Duly completed RFP documents, in a plain sealed envelope marked; **ENPF/RFP/01/23"REQUEST FOR PROPOSALS FOR PROVISION OF ACCESS CONTROL SYSTEM"** should be deposited in the tender box at Head Office Reception on or before **31 May 2023 at 14:00 hrs.**

The technical and financial proposals should be enclosed in separate envelopes and each envelope clearly marked before enclosure in an outer envelope.

SCHEDULE OF EVENTS	
EVENT	DATE & TIME
RFP release	24 April 2023
Pre-proposal site visit	28 April 2023 @ 10am-ENPF headquarters in Manzini
RFP submission deadline	31 May 2023
Evaluation and award	06 June 2023

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SECTION B – SCOPE OF WORK

The service provider shall carry out the following tasks:

- a) Supply and install a bio metric access control equipment covering 8 entry ways indoors and outdoors.
- b) Installation of the compatible software and license for the duration of the contract.
- c) Maintenance and support services to the Fund by fixing faulty bio metric equipment within 24 hours minimum period from notification by the Fund.
- d) Periodic updates to the latest version of the system.

Specification

Hardware: Fingerprint reader

- ✚ Fingerprint reader to operate in an outdoor and indoor environment.
- ✚ Reader should operate on a multi-system fingerprint mode and card mode.
- ✚ The reader must be 500 dpi or higher scanner.
- ✚ The reader must have on board memory capable of storing 4MB data.
- ✚ The reader must have the most rugged and optimal fingerprint sensor.
- ✚ The reader must have a 3 axis accelerometer to provide temper detect

Technical specification:

Fingerprint capacity	
Transaction capacity	9000 fingerprints
Audio	Inbuilt piezo buzzer
Enclosure	IP65 rated weatherproof ABS PC housing with sleek aesthetics
Display	Tri colour LED indication to display verification results
Operating temperature	0-50 degrees Celcius
Power supply	12 VDC /1A Switch supply
Weight	290 grams
Dimensions	H 207mm * W 40mm * D 42mm

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Software specifications:

- ✦ The application must be compatible with windows 11 or higher
- ✦ Must manage the enrolment of users and allow for the capture of employee information.
- ✦ Must allow integration of the access control system with other back-end systems such as the payroll system (ACCYS).
- ✦ Use advanced algorithm for reliability, precision and excellent matching speed providing less than 0.7 seconds user recognition.
- ✦ Allow remote control by administrators to oversee the system remotely through multiple devices.
- ✦ Support multiple personnel groups for programming valid entry zones and times.
- ✦ The software must be capable of providing management with a series of reports on real time and historical reports.

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SECTION C – INFORMATION TO BIDDERS

1. Information Required from Each Bidder

1.1. General Information

No.	Heading	Notes
1.	Introduction	The language for this tender is English
		The bid proposal shall be written in English in indelible ink.
		The proposals shall contain no interlineations or overwriting.
		Service providers are required to provide a company profile and organisation structure, company history, physical and postal address, telephone, email, and other contacts. Services offered by the firm and affiliations with other firms.
		Bidders shall submit separate Technical Proposals and Financial Proposals. Both the Technical Proposal and Financial Proposal envelopes shall then be placed into an outer envelope and sealed.
		The completed Technical and Financial Proposal must be delivered at the Fund's Head Office Reception on or before closing date of 31 May 2023 at 14:00hrs . Any proposals received after the closing date shall be returned unopened to the firm, which submitted it.
2.	Clarification and amendments of RFP tender documents	Bidders may request clarifications on the tender document seven (7) days before the closing date. Requests for clarification must be sent in writing by letter on electronic mail to nomcebod@enpf.co.sz . The Fund will respond to such requests by written letter or electronic mail to not only the requesting bidder but to all other Bidders. At any time before the submission of proposals, the Fund may, whether at its own initiative or in response to a clarification requested by a Bidder, amend the RFP. Any amendment shall be issued in writing through addendum circulated to all Bidders. Addendum shall be by written letter or electronic mail to all bidders and will be binding on them. The Fund may at its discretion extend the deadline for the submission of proposals.

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1.2. Preparation of Technical Proposal

Service providers are required to prepare the technical proposal to include the items listed on the table below. The technical proposal shall not include any financial information.

No.	Notes
1.	Company profile
2.	3 reference letters from current/previous clients on the company's letterhead
3.	Proposed solution outlining the architecture and functionality
4.	Proposed key staff including their CVs.

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1.3. Preparation of Financial Proposal

Service providers are required to prepare the financial proposal, clearly indicated and to be placed in a separate sealed envelope.

No.	Notes
	Service providers shall include a breakdown of the financial proposal in SZL, indicating a rate for each of the proposed items, time input and all applicable reimbursable expenses. All applicable taxes (VAT) should be quoted separately.

Pricing shall be divided into four categories as below:

- ✚ Supply and installation of new biometric infrastructure hardware including cabling and miscellaneous material required for installation.
- ✚ Software including annual license fees.
- ✚ Maintenance and support

Suppliers must detail all costs involved into the categories below including all applicable taxes.

Table 1: Supply of bio metric equipment

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL

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Table 2: Software and licensing

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
Software procurement and installation-once off			
Total			
Software annual license cost			

1.4. Evaluation of Technical Proposal

Header	Notes
Evaluation of Technical Proposals	<p>After the proposals have been submitted by the closing date, the Tender Committee shall open the Technical proposal. The Financial Proposal shall remain sealed and only Financial Proposals of qualified Technical Proposal shall be opened in accordance with timelines of this tender.</p> <p>Selected vendors will be scheduled for a presentation or demo of proposed solution.</p>
	Evaluators of Technical Proposals shall have no access to the Financial Proposals until the Technical evaluation is concluded.

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SECTION D – EVALUATION OF THE BIDS

The proposals accepted by closing date shall be subjected to three (3) stages of the evaluation process, namely;

- i. Mandatory evaluation-pass/fail basis
- ii. Technical Evaluation-80 points
- iii. Financial Proposal-20 points

i. Mandatory Evaluation stage

Bidder shall be required to provide the following and the evaluation will on a pass/fail basis.

No.	Mandatory requirements
1.	Valid ENPF Compliance Certificate
2.	Original and Valid Tax Compliance Certificate
3.	Certified Copy of Valid Trading Licence
4.	Certified Copy of Form J&C
5.	Police Clearance for Directors & Partners
6.	Company profile
7.	Names and contacts of at least three (3) reference customers

Failure to submit any one of the above requirements will lead to disqualification or fail. Only those firms who pass at the mandatory stage will proceed to the technical capacity evaluation stage.

ii. Technical Capacity Evaluation Criteria & Scores

The bidders that will qualify at the mandatory evaluation stage shall be subjected to the technical capacity evaluation criteria out of 100 marks. Vendors shall be evaluated on a scoring matrix as shown below:

Bidders who will achieve a technical capacity score of less than 60 will not proceed to the financial evaluation stage.

	CRITERIA	WEIGHT
1.	Project implementation plan	20
a)	Presentation and detail of project management methodology	
2.	Functional requirements	20
	Solution offered considered all the key technical functionalities	
3.	Experience of the firm	40

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a)	Experience in supplying and installing access control/security systems. Past performance, provide details of at least three similar assignments carried out in the past and reference letters detailing work done and the contact details of three client references. Key project team, including lead technician Cvs. Vendor fully certified by the software vendor to sell, install, and maintain the system.	
4.	Price proposal	20
a)	Clearly marked and sealed in a separate envelope.	
	GRAND TOTAL	100

The firm achieving the highest combined score will be considered for award for the tender.

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[The Applicant must provide a signed declaration on its company letterhead in the following format. If the Proposal is being presented by a joint venture or consortium all members must each sign their declaration.]

[>>>Name of Consultant, Address, and Date>>>]

To: The Chief Executive Officer Eswatini National Provident Fund
P.O. Box
1857
Manzini

Dear Sirs,

Re Tender Reference: **ENPF RFP 05/2021**

We hereby declare that: -

- (a) We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract.
- (b) We are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing.
- (c) We have fulfilled our obligations to pay taxes and social security contributions.
- (d) We have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings; and
- (e) We do not have a **conflict of interest** in relation to the procurement requirement.

Signed

Authorised Representative

Date

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