



TENDER NO. GA 3/1/5-I 001/2018-2019

**INVITATION TO TENDER FOR THE SUPPLY AND INSTALLATION OF IP BASED
BIOMETRIC ACCESS CONTROL AND CCTV SURVEILLANCE SYSTEM AT
GAMBLING AUTHORITY OFFICES**

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1. INTRODUCTION

The Gambling Authority is an institution set up as a body corporate through the Gambling Act, passed by Parliament of Botswana in September 2012. The Authority is guided by a Board of Directors drawn from both the Private and Public Sector and headed by the Chief Executive Officer.

The Act is to regulate gambling in Botswana; to establish the Gambling Authority; and to provide for all matters incidental thereto.

The Act may be cited as the Gambling Act, 2012

Prior to the Gambling Act, was the following:

- The Lotteries and Betting Act
- The Casino Control Act

2. FORMAT OF RESPONSE AND REQUIREMENTS

The response and requirements should be in the following format:

Responses must consist of the following mandatory parts (in their order):

- Form of Response
- Statement of Capability
- Statement of commitment.
- Certified copy of the Value Added Tax (VAT) Registration issued by BURS
- Certified copy of a valid Tax Clearance certificate issued by BURS
- Certified copy of EDD certificate
- Written references from clients.
- Form 2 (List of directors and shareholders of the company, and their nationality) certified by CIPA.

2.1. Form of Response

The following information must be provided:

Table 1 form of response

| | |
|---|---|
| Company Name | |
| Company Registration Number | |
| Country of Registration | |
| Physical Address | |
| Postal Address | |
| Telephone Number | |
| Fax Number | |
| Email & URL | |
| Contact Address in Botswana | |
| Project Title | |
| Tender No. | |
| Designated/Authorized Representative for this Project | Name: Position: Qualifications: Tel: Fax: Email: |
| Company Referees | 1. 2. 3. |
| Signed: Respondent's Authorized Representative | |

2.2. Statement of Capability

Applicants shall include a statement of capability, which will detail the level of resources available within the company to deliver the goods and services requested to the standards defined below.

These include:

- Background and size of the company, profile of the company.
- Information on the management structure, technical structure and disclose the citizenship of the partners or shareholders.
- A brief introduction to the company.
- A brief description of the company understands of the Gambling Authority for the supply and installation of IP based biometric access control and CCTV surveillance system at Gambling Authority offices and the company's proposed approach to these assignments.
- Proposed scope and understanding the Gambling Authority's requirements and other value-added services.
- Any specific measures or techniques the company proposes to employ to enhance effectiveness and/or efficiency.
- Details of the company's professional staff, their qualifications, experience and nationalities.
- Curriculum vitae of the proposed key consultants.
- Technical resources available, both locally and internationally, to resolve technical issues arising during the consultancy.
- A brief description of how the company resolves technical issues arising during the implementation.
- A brief description of the technical support available to the company and its staff.
- The company's internal quality assurance processes.

2.3. Statement of Commitment

Companies are required to provide a signed commitment to the following conditions. This may be in the form of a blanket agreement. If the Applicant wishes to vary the response to individual sections, then the Statement of Commitment should be extended. See the example Statement of Commitment below.

2.4. Example of Statement of Commitment

Company XYZ commits to the conditions of tender as specified in **Tender GA 3/1/5-I 001/2018-2019 “FOR THE SUPPLY AND INSTALLATION OF IP BASED BIOMETRIC ACCESS CONTROL AND CCTV SURVEILLANCE SYSTEM AT GAMBLING AUTHORITY OFFICES”**

Signature :.....
Position :.....

Or

Company XYZ commits to the conditions of tender as specified in **Tender GA 3/1/5-I 001/2018-2019 “FOR THE SUPPLY AND INSTALLATION OF IP BASED BIOMETRIC ACCESS CONTROL AND CCTV SURVEILLANCE SYSTEM AT GAMBLING AUTHORITY OFFICES”**

except as indicated below.

Pricing Conditions

Pricing in this response is valid for 3 months.

Signature :.....
Position :.....

3. PRICING FORMAT

The cost proposal shall encompass the detailed breakup off fee per services being required as per the project deliverables section.

3.1. Price/Cost Detail Format

The proposal must indicate a clear cost break down for;

- Hardware
- Software
- Installation and commission
- Other costs (to be specified)

All costs shall be quoted in Botswana Pula and should include VAT where applicable.

4. TERMS OF REFERENCE

Gambling Authority invites proposals from suitably qualified and experienced companies registered and operating in Botswana to supply and install IP based biometric access control and CCTV surveillance system at Gambling Authority offices.

The Gambling Authority would ideally prefer to contract with one service providers for the provision of all equipment / service outlined in the ITT document. However, Gambling Authority may consider splitting this tender if it deems this to be in the best interest of the Authority.

4.1. Biometric Access Control

Bidders are requested to submit proposal for the supply and installation of IP biometric access control system that provides full featured security solutions. The following must be provided for.

4.1.1. Controlled entry points are to have back to back readers (entry/exit),

4.1.2. Exit buttons for visitors at designated points (where necessary).

4.1.3. The system must be centrally managed from a cloud server from which controlled user management functions will be performed; enrolments, removals and automation of reports.

4.1.4. Easy and cost-effective maintenance processes and procedure.

4.1.5. Magnetic locks appropriately fitted with break glass and override switches.

4.1.6. Power back up, the capacity of the back up is important as well as the length of time backup operates when the power is down.

4.1.7. System backup and recovery features.

4.1.8. Easily integrates with other security systems (e.g. alarm).

4.1.9. Locations

Table 2 List of doors requiring biometric system exit and entrance

| Location/ Entrance | Number |
|---------------------------|---------------|
| Door 1 | 1 |
| Door 2 | 1 |
| Door 3 | 1 |
| Door 4 | 1 |
| Door 5 | 1 |
| Door 6 | 1 |
| Door 7 | 1 |
| Total | 7 |

4.2. CCTV Surveillance System

Bidders must submit proposals for the IP based High Definition (HD) CCTV system that will capture images and record videos in High-definition mode. The system should be connected diligently to enable the viewer to verify proof of presence and facial recognition, motion and incident detection.

4.2.1. Scope of Work

4.2.1.1. Supply and installation of CCTV surveillance system

4.2.1.2. Configuration of system to perfect operating standard.

4.2.1.3. Submission of all documentation for the installation of hardware and software. Provide as built drawings at the end of the project implementation.

4.2.1.4. Testing and commissioning of the system, the report shall be produced and signed by both parties.

4.2.1.5. The bidder shall submit all system manuals to the Client.

4.2.1.6. The bidder shall provide training to Gambling Authority staff on how to operate the system and perform minor trouble shooting.

4.2.2. System Requirements

Bidders should propose the best advanced security technology system on the market that best suits the Authority's business and security needs.

Reliability, integrity, clarity of signal comparing wireless to cabled. It must guarantee certain quality of quote for cable as well.

Table 3 Camera allocation per floor

| Floor | Outdoor Camera | Indoor Camera | Total |
|--------------|-----------------------|----------------------|--------------|
| Floor A | 0 | 1 | 1 |
| Floor B | 0 | 1 | 1 |
| Floor C | 0 | 15 | 15 |
| Floor D | 0 | 17 | 17 |
| Floor E | 1 | 13 | 14 |
| Floor F | 2 | 0 | 2 |
| Total | 3 | 47 | 50 |

Table 4 Minimum camera specifications per area

| AREA | No. Of Cameras | Minimum Camera Specifications |
|-------------|-----------------------|--|
| Area 1 | 23 | 5mp 30x /20x network optical camera, 1280 x960 full HD, 30x /20x optical zoom Smart tracking Smart detection EIS (Electronic Image Stabilization) Defog D WDR (Digital Wide Dynamic Range) |
| Area 2 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR |

| | | |
|--------|---|--|
| | | IP 67 (-S) Audio/ Alarm 10 |
| Area 3 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area4 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area5 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area6 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area7 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area8 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area9 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras |

| | | |
|---------|---|--|
| | | 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area10 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area11 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area 12 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area 13 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area 14 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area 15 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 |

| | | |
|---------|---|---|
| | | (-S) Audio/ Alarm 10 |
| Area 16 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area 17 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area 18 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area 19 | 1 | Bullet cameras ranging from m6mp Smart IP. Minimum 3072 x 2048 resolution Upto 25 fps video WDR Auto back focus (P) P-Iris Optional Upto 20m IR Full smart feature set caged in vandal proof casement. |
| Area 20 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area 21 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |

| | | |
|---------|---|---|
| Area 22 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area 23 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 (-S) Audio/ Alarm 10 |
| Area24 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area 25 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area 26 | 1 | 5mp VR IR (Video Recording Infra - Red) Dome cameras 2560 x1960 resolution Full HD 1080p video Upto 30m IR IP 67 (-S) Audio/ Alarm 10 |
| Area 27 | 2 | Bullet cameras ranging from m6mp Smart IP. Minimum 3072 x 2048 resolution Upto 25 fps video WDR Auto back focus (P) P-Iris Optional Upto 20m IR Full smart feature set caged in vandal proof casement. |

| | | |
|--------------|-----------|--|
| TOTAL | 50 | |
|--------------|-----------|--|

Table 5. Control Room

| Item No. | Item Description | Quantity |
|-----------------|---|-----------------|
| 1 | 32" LED screen | |
| 2 | HD Video appliance, 256mbps, 32port , with snooping and loopback detection, real time cloud backup capability. | 1 |
| 3 | HDD(Hard Disk Driver) Storage 1TB It must take into consideration any available legal period for storage of video footages. | 4 |

5. EVALUATION PROCESS

The evaluation will be conducted in two stages of Technical Evaluation and Financial Evaluation as outlined below. The evaluation process will involve assessment of the following:

- Tender Eligibility
- Professional, Technical Capability and site visit (Weighted at 80%)
- Financial Proposal (Weighted at 20%)

5.1. Tender Eligibility

A bidder whose bid does not meet all the mandatory requirements stipulated below will be disqualified and not evaluated further:

- Statement of commitment.
- Certified(BURS) copy of the Value Added Tax (VAT) Registration
- Certified(BURS) copy of a valid Tax Clearance certificate
- References from clients (at least three).
- Form 2 (List of directors and shareholders of the company, and their nationality).
- Public Procurement and Asset Disposal Board (PPADB) registration; Code 02 Sub Code 07 issued by PPADB.
- Proof of attendance of site visit at the Gambling Authority.
- Proof of tender collection registration with the Gambling Authority.

6. TECHNICAL EVALUATION

STAGE 1:

The criteria and weightings for the technical evaluation will be as follows:

| Criteria | Weight |
|---|---------------|
| Company Profile <ul style="list-style-type: none">• Indicate relevant project undertaken• References for the project indicated above | 15 |
| Specifications System performance and capabilities. Demonstrate how proposed system functions and how it conforms to security features and other added functions. | 40 |
| Project methodology and resources Project Plan outlining Project team (technicians' CVs) -qualifications & CV of Key staff (Lead Technician) , transportation, project schedule and approach. | 15 |
| Warranty Product/ systems warranty | 10 |
| Post contract support Service and maintenance support | 10 |
| Delivery period A clear plan delivery outlining schedules and quality assurance. Duration including the mobilizing period | 10 |
| Total | 100 |

Bidders who have achieved a Technical score of 70% will be eligible for shortlisting and progression to the evaluation of the Financial Proposal. Site visit will be conducted by the evaluation team for all bidders who have achieved a score of 70% and above.

7. FINANCIAL EVALUATION

STAGE 2

- The financial evaluation will be carried out as follows:
- The Bidder with lowest complete price (L), will be awarded 100%
- and Bidders with price P, will be awarded a financial score = $(L / P) * 100\%$

EDD certificate is an added advantage under financial evaluation.

NB: Price preference will be given to registered local service providers.

Companies that would like to benefit from the above price preference shall submit certified proof of registration, i.e. a certified copy of a valid EDD Certificate. The issuing authority should do the certification.

8. FINAL SCORE

The final evaluation score will be made of the weighted technical score and the weighted financial proposal.

9. GENERAL CONDITIONS

9.1.1. Tax, Currency and Payment terms

Respondents are required that all taxes be clearly identified in the response.

All prices must be stated in Botswana Pula, and shall remain valid for at least **three months**. Prices must be VAT inclusive.

The Gambling Authority payment terms are 30 days after receipt of an invoice.

10. TERMS AND CONDITIONS OF SUBMISSION

Quotations and all supporting documents, manuals, brochures, descriptions, compliance statement, shall be submitted in **(4 copies and 1 Original)**, and in **plain and well-sealed packages bearing only the following inscription: -**

Tender GA 3/1/5-I 001/2018-2019 “FOR THE SUPPLY AND INSTALLATION OF IP BASED BIOMETRIC ACCESS CONTROL AND CCTV SURVEILLANCE SYSTEM AT GAMBLING AUTHORITY OFFICES”

Technical Bids and Financial Proposals should be submitted in separate envelopes and clearly marked “Technical Proposal” and “Financial Proposals” respectively (This is a two-envelope tender).

And shall be delivered and deposited in a tender box to the address given below and to arrive not later than **1200 hours, 6th July 2018**. Tenders shall be opened immediately after closing time on the same day at the board room of the address mentioned below. Tenderers wishing to attend the tender opening are free to do so.

GAMBLING AUTHORITY
FAIRSCAPE PRECINT
BUILDING 3
FAIRGROUNDS OFFICE PARK
PRIVATE BAG BR 161, GABORONE, BOTSWANA

TEL : (267) 395 7672

Tenders shall remain valid for **90 days (3 months)** from the date of submission.

Faxed, e-mail and Telex, and telefaxed Tenders submissions will not be accepted. Late and incomplete Tenders will not be accepted.

All enquiries shall be in writing and addressed to the tenders@gamblingauthority.co.bw and must be received at least four days before the closing date.

The Gambling Authority staff is not permitted to discuss tender matters or to give any verbal clarifications to any persons. Written clarifications will be given by an authorized Authority official. Tenderers should indicate to the address given in 1 above, the name and address of the relevant company official to which answers to tender queries can be given.

All tenderers will be expected to attend a mandatory site visit at the Gambling Authority office on the **Thursday 21st June 2018**.

All recipients of the tender documents for the proposed contract for the purpose of submitting a proposal (whether they submit it or not) shall treat the details of the documents as “**Private and Confidential**”

In the event of a decision not to respond to the tender, Tenderers are requested to return the documents and all other associated documents as they are **“Private and Confidential”**.

Tenderers shall not under any circumstances be reimbursed for any expenses incurred in the preparation of this quotation.

Tenders will be evaluated on the basis of compliance with these instructions, the specifications, experience and price. There is no obligation on the Authority to accept any tender or to assign any reason for its acceptance or rejection.

The Authority reserves the right to split the tender and award a partial Tender.

The Gambling Authority is also not bound to choose the service provider with the lowest financial bid.

The Gambling Authority may issue all and or components of the tender to different companies.

This document supersedes any previous document advertised or sent by the Authority to prospective bidders **“FOR THE SUPPLY AND INSTALLATION OF IP BASED BIOMETRIC ACCESS CONTROL AND CCTV SURVEILLANCE SYSTEM AT GAMBLING AUTHORITY OFFICES”**

The undersigned hereby offers to provide “SUPPLY AND INSTALLATION OF IP BASED BIOMETRIC ACCESS CONTROL AND CCTV SURVEILLANCE SYSTEM AT GAMBLING AUTHORITY OFFICES”

at Gaborone, Botswana as described the tender documents for the sum of:_(12% Vat inclusive)

In (figures)

The undersigned confirms the validity of this proposal, the Price and supporting documents attached for a period of three calendar months from the closing date of the Tender.

Dated this _____ day of _____ 2018

Name _____ Signature _____

In capacity of _____

Duly authorized to sign Tenders for and on behalf of:

Whose registered address is at:

Telephone numbers _____

Fax Numbers _____

Telex Numbers _____

Company Stamp:

11. APPENDIX A, ALTERATION OF TENDER

Alteration of Tender:

Should the Tenderer desire to make any departure from or modifications to the Conditions of Contract, Specifications, or other terms stated in this Tender, these departures should be clearly stated hereunder, or alternatively stated in the covering letter attached to the Tenderers' tender and referred to hereunder.

If no departures, modifications are desired, the schedule hereunder is to be marked "NIL" and signed by the Tenderer.

| Page | Clause or item |
|-------|----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Name : _____

Signature : _____

Date : _____

END OF DOCUMENT